1. Junior Payment Specialist – Fresh Graduate

**Ideal Candidate**:

* University degree (Finance, Accounting or related);
* Experience in finance area would be a plus;
* Good oral and written communication, interpersonal skills and fluency in English;
* Ability to organize, plan and prioritize;
* Good knowledge of MS Office, especially Excel;
* Patience and high attention to details are required;
* Experience in payments, payroll, banking would be an asset
* VBA language will be an asset
* Experience with various payment methods (e.g. SEPA, ACH) would be an asset.

**Job description**:

* Processing payments for multiple subsidiaries through swift or directly on ebanking platform;
* Perform accurate, high quality payments in a timely manner;
* Responsible for effectively assessing and resolve issues that arise, independently or with minimal oversight;
* Analyze rejected payments, identify root cause and ensure timely repayment;
* Proactively detect errors and trouble-shooting issues that arise during the routine processing of payments or generation of reports;
* Ensure compliance with company’s policies and procedures;
* Provide documentation for bank inquiries and for internal audit purposes;
* Searching for and proposing improvements in the payment process;
* Support and perform necessary offsets for AP’s department month closing;

**What we offer**

* Attractive salary package, including meal tickets and monthly transportation discount
* We know that work – life balance is important to you, therefore you will benefit from 21 annual leave days and additionally, 4 hours paid leave/ month
* Keeping our employees healthy is important to us, therefore we offer advantageous discounts for medical subscription, discounts for sports subscriptions (WorldClass, 7Cards), Chair Massage, as a relaxation break;
* We encourage learning and professional development and through our Online Training Platform and partnership with Bookster, we facilitate the access for our employees to the newest information

# 2. Accounts Payable Accountant – Fresh Graduate

**Ideal candidate:**

University degree (Economics, preferably Accounting);
Experience in accounting would be a plus;
Good level of computer literacy in PC applications MS Office (Oracle will be a plus);

**Knowledge:**
Knowledge of basic accounting – IFRS would be a plus;
Advanced English knowledge;

**Skills:**
Good communication skills. Able to work with tight deadlines.

**Job description**

**Responsibilities:**

* Review supplier invoices, received from Huawei Subsidiaries, in accordance with legal and internal requirements;
* Accounting booking of the invoices in compliance with legal and internal directives and according to internal deadlines;
* Act as an interface between the Accounting Dept. and Local Subsidiary.

**What We Offer**

* Attractive salary package, including meal tickets and monthly transportation discount;
* We know that work – life balance is important to you, therefore you will benefit from 21 annual leave days and additionally, 4 hours paid leave/ month;
* Keeping our employees’ healthy is important to us, therefore we offer advantageous discounts for medical subscription, discounts for sports subscriptions (WorldClass, 7Cards), Chair Massage, as a relaxation break;
* We encourage learning and professional development and through our Online Training Platform and partnership with Bookster, we facilitate the access for our employees to the newest information.

**Company description:**

Huawei is a leading global ICT solutions provider. Through our dedication to customer-centric innovation and strong partnerships, we have established end-to-end capabilities and strengths across the carrier networks, enterprise, consumer, and cloud computing fields. We are committed to creating maximum value for telecom carriers, enterprises and consumers by providing competitive ICT solutions and services. Our products and solutions have been deployed in over 140 countries, serving more than one third of the world's population. In Romania, Huawei is present since, currently with +1800 employees and three main offices in Bucharest.