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Financial Analyst

Bucharest, Tupperware CEE

*Working at Tupperware is about much more than just a job! ­­­­­­­­­­­­*

**Position Objectives**

Provide Management with meaningful financial analysis and reports on the 11 countries of CEE region, to enable them to make decisions. Ensure all transactions in the relevant area are properly coded, recorded, and reported on a timely basis.

**Specific Accountabilities**

* Supporting in Accounting and financial planning to meet internal as well as external requirements.
* Prepare month end closing for Baltics countries (Lithuania, Latvia and Estonia) and Slovenia, Bosnia and Serbia
* Review Supplier’s Invoices for accuracy according to CAM, return to the ordering employee for correction explaining what was the mistake, ensure they are appropriately approved by management; Prepare and send to outsourcing company the approved invoices to be booked and paid; Advice outsourcing about appropriate TW cost center /budget code to be used for supplier invoices.
* Search for unrecorded liabilities (invoices not arrived/booked) and ensure they are booked in accruals for every month end closing
* Support other departments (Admin and Marketing) to fulfill the procurement procedures and updated rules communicated by Orlando/ TEAM/ Regional FD
* Back-up for Financial Analyst responsible for Treasury (proposal of the payment list, verify invoices to be paid, prepare documentation to be reviewed by Finance Manager )
* Be responsible for different types of reporting regular or directly allocated by the management
* Assist with the continuous improvement of reporting processes.
* Manage special projects as needed. Provide regular feedback and updates.
* Support SOX documentation ; support for audit
* Prepare account reconciliation post month end
* Other duties as assigned.

**Education & Experience**

* University of Economics with 3-5 years or related experiences in an international environment, preferably in an Accounting/finance Department.
* Formal accounting qualifications, degree in Finance and OCC certification welcome.
* Formal training or work experience with US GAAP is a plus.

**Key Competencies**

* Willing and hard worker
* Team player
* Strong analytical skills and problem solving skills.
* Attention to details and precision
* High computer proficiency, especially using MS Excel.
* Fully proficient in English - written and spoken.

Employee Signature Manager Signature

Remus Ilinescu Silvia Dascalu