

Junior Accountant – Job opportunity

As fully-owned subsidiary of Erste Group Bank AG, Erste Asset Management GmbH coordinates and is responsible for all asset management activities of the Group. More than 300 employees develop and manage investment solutions for our investors. In total we currently manage assets of about EUR 57bn Euro across 6 different countries.

As an entity of Erste Asset Management GmbH, S.A.I. Erste Asset Management S.A. is currently looking for a

Junior Accountant – (4 h) part time job

Job Description

YOU

- Accounting records in the SAP software system used by the Company for the investment funds managed and for the investment company
- Ensures timely recording of cash transactions in the Company's cashier and keeps up to date cash register;
- Accounts payables and accounts receivable activities: processing of suppliers invoices, issuing of invoices, payments to suppliers;
- Process bank statements according to the statements of accounts;
- Actively participates in the monthly close process;
- Prepare specific accounting financial reports, internal and external, according to the deadlines (balance sheets, financial statements, other reports) for the investment funds managed;
- Give support for external and internal audit;
- Ensure fulfillment in good conditions and obligations within the state budget, state social insurance budget, suppliers and other third parties;
- Manage and properly archive documents, records and reports of the underlying work done;
- Participate actively in parameterization and improving IT applications used in the Company.

Job requirements

YOU

- are in the process or hold a Bachelor's degree in economics;
- good knowledge of IFRS accounting rules;
- Knowledge of Microsoft Office;
- advanced level of knowledge of English;
- possess a mindset of excellence and attention to detail;
- can organize and have team spirit.

Our offer:

WE:

- support your personal and professional development
- give you the great opportunity to work in a challenging and international environment within a high-qualified team
- guarantee a competitive and performance-related salary which will depend on your professional and personal qualifications.

Did we raise your interest?

Please send your full application with a CV until April 30^{en}, exclusively via email to daniela.telejman@erste-am.ro