Your responsibilities:  
  
• Communication with external accounting company and review postings of accounting records in SAP;

• Create purchase orders in SAP for goods and services;  
• Assisting the preparation of budgets and cash flow analyses and forecasts;  
• Reviewing of primary documents, prepare internal documents, handle payments;

• Prepare and follow account receivables and credit committee;  
• Active support during internal and external audit process;  
• Key user in different group tools and applications;  
• Preparation of reports and presentations with finance information upon request;  
• Overall support of the Finance and administrative manager for the internal finance and HR functions.

Our requirements:  
  
• Bachelor’s degree in Economics (Accounting or Finance is an advantage);  
• Experience in the field of accounting – at least 1-2 years in the private sector;  
• Fluency in both written and spoken English;  
• Good knowledge of the Bulgarian accounting, IFRS, tax legislation, labor and social security regulations;  
• Experience in budgeting, cost controls, procurement and/or in analysing business plan is advantage;  
• Computer literacy – MS Office, high level of proficiency in MS Excel is mandatory, SAP is an advantage;  
• Ability to process large quantities of data such as to identify and summarise most relevant items;  
• Good interpersonal skills and ability to communicate clearly and persuasively with people from outside your field;  
• Flexibility: ability to work both independently and as part of a team.