



BARCELONA

Anuncios Clasificados Gratuitos 2025

## Accounts Assistant / Book-Keeper

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**Fecha:** Sbado, 08 Octubre de 2016

814 personas han visto este anuncio

**Precio:** 1300

Job Description Our client is a small multinational aviation business General Working Within a 15-person finance department, This person will Have day-to-day Responsibility for Maintaining / updating multiple bank accounts as well as accounting and admin Specific duties will include: Reporting to the Senior Financial Accountant, the main Responsibilities Associated With This role include, but are not limited to the following: Bank ReconciliationsMonitoring and reporting on cash movementsVerify all invoices Have Been correctly coded and authorisedPosting cash receipts and invoices onto accounting systemsAssist in accounts preparation processSpecial Projects as required  
SKILLS / KNOWLEDGE / EXPERIENCE: AccountsTechnician or experienced book-industry experience keeperRelevant advantageExcellent an interpersonal / communication skills are essentialPC literate with excellent Excel / MS Word skills.Ability work to tight operating deadlinesHighly Within motivated and reliable to work under own initiativeAmbitious, proactive and a team player Please mail cover letter and resume

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