



## JOB DESCRIPTION

JOB TITLE:	<b>Financial Operations Assistant</b>
DIVISION/DEPARTMENT:	Finance
REPORTING TO:	Billing Manager
LOCATION:	Skopje, Macedonia

### **Role Summary:**

The successful candidate will join the Finance department and will be responsible for assisting with the administration of project accounting, supporting the processing of sales invoicing and providing general administrative support to the Finance team. The role is based in the Skopje office and is an excellent opportunity to join a growing international business, team and office.

Prerequisites for this role are experience of working in an operational Finance role/team, excellent interpersonal skills with the ability to converse effectively at all levels of the business.

### **Responsibilities:**

#### **Project Accounting**

- Set-up and maintain projects within the company's accounting system;
- Undertake project closures, project access requests and changes to the project budgets;
- Set up new employees and contractors in the accounting system;
- Ongoing maintenance of employee set up in the accounting system through effecting transfers and/or leavers as required;
- Ensure correct cost category set-up within projects including the maintenance of project templates;
- As necessary, adjust and move timesheet data between projects;
- Provide ad hoc support to ensure employee timesheets and expenses are correctly entered in the system;
- Provide ad hoc reporting on projects as requested by budget holders;
- Enable the Finance team to set and deliver against Service Level Agreement (SLA) standards for project administration. Assist with the regular reporting of performance against this SLA.

**Delamode Macedonia dooel** - Stefan Jakimov Dedov, 14/1-1, MK-1000, Skopje, Macedonia

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**Fiscal Identification No** 4080014544346 | **Bank:** Alpha Bank AD Skopje  
**MKD Bank Account:** 280100102000509020 | **IBAN:** MK07280102000509049



## Sales Order Processing

- Assist with the processing of sales orders to customers with reference to the company's Customer Relationship Management (CRM) system.

## Additional tasks

- Assist with administration of the central Finance e-mail in-box. Assign messages and tasks to colleagues and oversee the regular processing of incoming messages.
- Enable the Finance team to set and deliver SLA standards for responses to the Finance email in-box. Assist with the regular reporting of performance against this SLA.
- Assist remotely as required with other financial transaction processing functions
- Becoming an advanced user of the PANTHEON Accounting Software & MARKUS XSPED

## Skills and Experience:

### Essential

- 1-2 years of experience in an operational Finance role/team;
- Strong oral and written English skills;
- Diligent, accurate and detailed with excellent communication skills and high standard of numeracy;
- Microsoft Office with a good working knowledge of Excel;
- Ability to establish and maintain good client/management relationship;
- Ability to work to strict deadlines in a fast paced, dynamic environment
- Ability to work within a dedicated team environment as well as independently;
- Flexible and energetic.

### Desirable

- Experience in working in an international business.

**If you are interested in this opportunity, please send your CV in English on the following e-mail address: [careers.mk@delamode-group.com](mailto:careers.mk@delamode-group.com)**

Application deadline is 12/09/2018.

All received applications will be considered in strict confidentiality.

Only short-listed candidates will be contacted for an interview.

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