

OPPORTUNITY
OPPORTUNITÉ
OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Administrative & Finance Assistant - Morocco - CDI

We are looking for an assistant to support our Voltalia office in Morocco.

Administrative & accounting tasks :

- Supplier and client invoices booking (account payable / receivables);
- Prepare all documents for accounting, highlighting the proper details for bookkeeping;
- Ensure the correct workflow regarding requisitions / approvals and receptions, following group management matrix;
- Payment validation (according to the approval matrix);
- Support to book and control inter-companies flows, checking on a monthly basis;
- Support to monthly account closing;
- Support to perform monthly bank reconciliation;
- Support to ensure correct tax declaration: VAT, Income Tax, local tax;
- Support to prepare monthly P&L reporting for the geography;
- Support HR management on the administrative field and other punctual demands from HR headquarters;
- Support to prepare the minutes of the Annual General Assembly for the following decisions : approval of the yearly financial statements, change of the auditors;

Office management :

- Furniture purchasing
- External provider overheads management

• SOLAR • WIND • HYDRO • BIOMASS •

At Voltalia we are passionate about **renewable energies!** We are an electricity producer from wind, solar, hydro and biomass, and also a service provider to 3rd party clients such as **Development, EPC, O&M and Distribution.**

Today we are in **18 countries, split among 4 continents**, and offering a **global operating capacity** to our clients. We are listed on the regulated Euronext market in Paris since July 2014.

Do you have the energy we need ?

Announcement Date: 20-11-2018

REFERENCE
RECRUT/AFA/MA

COMPANY
Voltalia

BUSINESS LINE
Finance

JOB TITLE
Administrative & Finance Assistant

LOCATION
Rabat, Maroc

STARTING DATE
ASAP

- Booking (hotel / travel ...)
- Liste non exhaustive
- HSE analyst

Qualifications :

- Licence - Degree in accounting is a +
- 5 years of experience in similar functions
- Software Knowledge: MS Office
- Accustomed to multi-company and multinational environment;
- French and English fluency

Key Skills :

- Autonomy
- Rigorous & organized
- Team player
- Good writing skills in french – arabic is a +
- Communication skills
- Resilience, self-motivation and positive attitude

Thank you for sending your application (CV + LM) by mail:

voltaliarecruits.fr@voltalia.com quoting the reference

HR Group team