

SUBJECT: Communication - Announcement

Accountant (F/M) – 1 year Fixed-term contract

The Finance Team in Egypt is looking for an Accountant, who will :

- Prepare asset, liability, and capital account entries by compiling and analyzing account information:
 - Ensures the accounting of all the entries of the company
 - Performs the declarative (VAT, taxes, etc...)
 - Makes monthly, quarterly, semi-annual and annual closings
 - Reassembles the P & L and the balance sheet in the consolidation software (HFM) during fences;
- Document financial transactions;
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports;
- Substantiate financial transactions by auditing documents;
- Maintain accounting controls by preparing and recommending policies and procedures;
- Reconcile financial discrepancies by collecting and analyzing account information;
- Secure financial information by completing data base backups.
- Follow up internal controls;
- Prepare payments by verifying documentation and requesting disbursements;
- Comply with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions;
- Prepare special financial reports by collecting, analyzing, and summarizing account information and trends.

BUSINESS LINE
Finance & Admin

DEPARTMENT
Finance Egypt

JOB TITLE
Accountant

LOCATION
Cairo, Egypt

STARTING DATE
ASAP

Education and Technical skills Level

- B.Sc. Degree;
- 3-5 Years of Experience;
- Microsoft office, Excel, Word, Outlook, PowerPoint;
- Fluent English and French.

Required Soft skills :

- Communication skills;
- Adaptation and flexibility;
- Confidentiality;
- Teamwork & time management;
- Aim for over delivering and eagerness to get things done;
- Resilience, self-motivation and positive attitude.

Thank you for sending your application, by email:

m.berthelot@voltage.com quoting the reference "RECRUT.AC.2020"

HR Group Team