

SUBJECT: Communication – Announcement

ASSUNTO: Comunicação – Comunicado

FINANCIAL ANALYST

Our **Treasury** department is looking for a **Financial Analyst**, who will give support in the following activities:

- Responsible for full-cycle Accounts Payable, including payments returns
- Ensure all invoices received are processed timely following the payments deadlines
- Perform a huge number of payments through a several bank accounts within the group
- Monthly supplier's reconciliation and open items report
- Ensure company's policies and procedures are adhered to
- Build processes and controls of advance payments
- Develop key performance Indicators (Map, identify and improve Gaps)
- Support internal and external audits

QUALIFICATIONS & KEY SKILLS:

- Graduated in Accounting, Administration or related areas
- Deep knowledge and understanding of AP procedures with minimum 7 years' experience in this role
- Ability to work well in a fast-paced target driven environment
- Advanced Office skills, mainly Excel
- Experience in implementing ERP systems
- Fiscal/Tax knowledge to analyse invoices would be a plus
- Intermediated english level, advanced is a plus
- Commitment, proactive and adaptable
- Critical analysis skills
- Ability to handle large workload
- Interpersonal and communication skills
- Team spirit, Entrepreneurship, Integrity and Ingenuity are the Company's values and, of course, be a nice person

If you are interested in this career opportunity, please send us your CV to rslatam@voltage.com, with the subject "Financial Analyst".

BUSINESS LINE

Finance & Administration

DEPARTMENT

Treasury

JOB POSITION

Financial Analyst

LOCATION

Rio de Janeiro, Brazil

STARTING DATE

Immediately