

OPPORTUNITY

OPPORTUNITÉ

OPORTUNIDADE



## HUMAN RESOURCES

**SUBJECT: Communication – Announcement**

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

### CONTROLLER - TRAINEE (M/F)

Our **Finance & Administration Business Line** is looking for a **Controller (Trainee)** for its **Operations**, who will have the following responsibilities:

- Assist in the preparation of financial statements that follow all regulatory and accounting guidelines, under supervision;
- Assist in the preparation of budgets or forecasts;
- Participate in preparation for the annual audit;
- Help in the development of reports for management;
- Assist in identifying and preventing discrepancies and helping set up control systems;
- Good knowledge of accounting principles;
- Help to ensure timely and accurate submission of reporting processes;
- Assist in the development and maintenance of standard operating procedures and internal control documentation.

#### QUALIFICATIONS:

The ideal candidate will have/ be:

- Degree or master's in business administration, Finance or Economics;
- Knowledge of Microsoft Office, namely MS Excel and MS Power Point;
- Strong written and oral communication in English;
- French is a plus.

# voltalia

• SOLAR • WIND • HYDRO • BIOMASS •

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

Today we are in **20 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.

Announcement Date: 02-07-2019

**REFERENCE**  
23.2019

**COMPANY**  
Voltaia

**BUSINESS LINE**  
Finance & Administration

**JOB TITLE**  
Controller - Trainee

**LOCATION**  
Porto, Portugal

**STARTING DATE**  
August 2019

Key Skills:

- Organization;
- Sense of responsibility;
- Good communication skills;
- Rigorous;
- Team player;
- Positive attitude;
- Respect of deadline.

Your application will be reviewed by Daniela Mendes.

If you are interested in this career opportunity, please send us your CV to [votaliarecruits@votalia.com](mailto:votaliarecruits@votalia.com), with the subject "23.2019 – Controller - Trainee".