

OPPORTUNITY
OPPORTUNITÉ
OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Accounting Assistant (M/F)

Our **Accounting Department** is looking for an **Accounting Assistant**, who will have the following responsibilities:

- Organization and file of accounting documents;
- Validation and insertion of employee's expenses;
- Digital archive of accounting documents;
- Entry of accounting documents;
- Customer's invoicing;
- Collaboration and support in daily accounting tasks.

QUALIFICATIONS:

The ideal candidate will have/ be:

- At least a Secondary School degree;
- Professional experience in Accounting (Portuguese law);
- International experience will be a plus;
- Taxation knowledge;
- MS Office knowledge, with MS Excel and MS Word domain;
- English fluency is mandatory.

• 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.

Announcement Date: 06-03-2019

REFERENCE
06.2019

COMPANY
Voltalia

DEPARTMENT
Accounting

JOB TITLE
Accounting Assistant

LOCATION
Porto, Portugal

STARTING DATE
April 2019



Key Skills:

- Organization;
- Good communication skills;
- Availability and sense of responsibility;
- Resilience ability and proactivity;
- Good team work skills.

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, with the subject "06.2019 – Accounting Assistant".