

OPPORTUNITY
OPPORTUNITÉ
OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Accountant (F/M)

We are searching for an accountant to reinforce the Finance team in our Cairo Office.

Missions :

- Prepares 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

- Documents financial transactions
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Follows up internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.

voltalia

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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 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: 28/05/2019

REFERENCE
RECRUT/ACC/EGY

COMPANY
Voltaia

BUSINESS LINE
Finance & Admin

JOB TITLE
Accountant

LOCATION
Cairo, Egypt

STARTING DATE
July 2019

Qualifications:

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

Personal 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 (CV + LM) by mail to:

voltaliarecruits.fr@voltalia.com quoting the reference

HR Group team