

OPPORTUNITY
OPPORTUNITÉ
OPORTUNIDADE



HUMAN RESOURCES

SUBJECT: Communication – Announcement

SUJET: Communication – Communiqué

ASSUNTO: Comunicação – Comunicado

Administrative & Finance Leader (M/F)

Our **Accounting Department**, within the Finance & Administration Business Line, is looking for an **Administrative & Finance Leader**, who will have the following responsibilities:

- Manages a team of accountants;
- Be responsible to submit companies' Financial statements on HFM, on a monthly basis, assuring the IFRS harmonization for the group;
- Lead the AP's department by a smooth incorporation of different geographies of the group on this system;
- In charge of the accounting system security: creation of new legal entity;
- Manages specific technical operations: liquidation or merge of company, tax optimization, knowledge of equity's operation;
- Book and control and Inter-companies flows checking on a monthly basis;
- Check the monthly bank reconciliation (prepared by the treasurer);
- Monthly payroll entries;
- Prepare and load the tax declaration: VAT, Income Tax, Local Tax (CVAE, CET);
- Preparation of annual accounts for all the legal entities of the country in both local and group GAAP;
- Booking of the closing entries and set-up the closing file for the auditors;
- Ensure correct upload and check of the consolidated accounts;
- Prepares the minutes of the Annual General Assembly for the following decisions: approval of the yearly financial statements, change of the auditors.

• 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: 08-08-2019

REFERENCE
27.2019

COMPANY
Voltalia

DEPARTMENT
Accounting

JOB TITLE
Administrative & Finance Leader

LOCATION
Porto, Portugal

STARTING DATE
September 2019

QUALIFICATIONS:

The ideal candidate will have/ be:

- Master Degree in Accounting;
- At least 3 years of experience as Accounting Responsible;
- Tax Management;
- Accounting Software: configuration, booking and access right for security purpose;
- English proficiency (mandatory);
- SAP domain (preferred).

Key Skills:

- Sense of responsibility;
- Autonomous;
- Rigorous;
- Team player and team leader;
- Priority management;
- Respect of deadline;
- Accustomed to multi-company environment.

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltalia.com, with the subject "27.2019 – Administrative & Finance Leader".