



## Junior Accountant

Location: **Poznań / partly remote**

Duni European Finance Function Sp. z o.o. is a business services provider with a wide portfolio of clients in many countries. We are currently looking for bright, talented employees to join our EFF Team. Candidates should be honest, hard-working, open and loyal with fluent knowledge of English (other language would be an asset). We offer competitive salaries, a benefit package and interesting development opportunities.

### Responsibilities:

- Handling all types of customer and/or vendor invoices
- Registering and matching incoming and/ or outgoing payments
- Handling all types of customer and/or vendor reminders
- Reconciliation of intercompany balances
- Working with and supporting other departments within the customers organization to develop/evaluate routines and ensure effective workflow
- Maintaining frequent contact with customers and/or vendors to solve pending issues
- Maintaining and updating master data
- Providing necessary documentation for the auditors and other authorities
- Monitoring and marking invoices from FSC certified suppliers

### Requirements:

- University Degree
- Fluency in English and preferably at least in one other foreign language
- Basic knowledge of MS Office
- Business awareness
- Teamwork
- Commitment
- Communication
- Willingness to learn
- Open-mindedness
- Quick thinking
- Flexibility / Adaptability

## **Benefits:**

- Permanent job contract after trial period
- Work in friendly international environment
- Co-financing professional qualifications (ACCA, CIMA, PIBR) and language trainings
- Lunch card
- Multisport card
- Integration events
- Social fund
- Private medical care (very extensive package)
- Pension scheme

Interested candidates may send their CV in MS Words or PDF format to **[EFF.recruitment@duni.com](mailto:EFF.recruitment@duni.com)**.  
We reserve the right to contact only chosen candidates.