



SAMSUNG SDS Cello Square

Finance Assistant

Samsung SDS Global SCL Poland

Workplace: Poznań, hybrid (Marcelinska 90, PGK II)

Purpose of the job:

- Verify accounting documents for completeness and compliance with statutory requirements
- Apply working knowledge of applicable company policies, procedures, laws and regulations related to procurement
- Assist in month/year closing activities
- Assistance to the Manager regarding the claims process (reminders process, overdue payments)

Profile:

- No previous work experience needed
- Knowledge of basic accountancy laws and regulations
- Ability to maintain accurate records, review and interpret a wide variety of data.
- Ability to identify and resolve data discrepancies and operational problems
- Confident in MS Office (especially MS Excel)
- Good knowledge of English, spoken and written
- Being able to work under time pressure
- Good work organization and efficient time handling

We Offer:

- Interesting working in a dynamic, international company
- Contract of mandate (umowa zlecenie)
- Hybrid work (3 days WFO, 2 days WFH)

Contact:

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