

## Swedish Speaking Financial Accountant

ES-13837

We are looking for **Swedish speakers** with financial background for our multinational partner company!

### Responsibilities:

- Checking and preparing all incoming invoices and supportive documentation for bookkeeping so that they comply with internal regulations and legal requirements.
- Accurately booking and filing incoming invoices and supportive documentation and forwarding to responsible colleagues in order to ensure timely month-end closing.
- Executing and coordinating processes related to incoming invoices, such as claims, returns, balance notifications, master data maintenance etc.
- Liaising with internal stakeholders and external suppliers of the company.
- Participation in month-end closing activities.
- Executing document and file management, as well as archiving activities.

### Requirements:

- Basic knowledge and experience of working with accounting principles
- Financial (or related) educational background
- Good knowledge of MS Office tools (Word, Excel and PowerPoint)
- Attention to details ability to meet deadlines
- Intermediate level of Swedish language is required

### Advantages:

- Knowledge of the used business systems and capabilities desirable

### **What can our partner offer:**

- A career path that will allow you to become a Subject Matter Expert
- The opportunity to work on different Finance and Accounting (F&A) management processes across different industries
- Get trained on various competencies and skills
- A great diversity of cultures
- Language courses and training
- On-site relax & gym room
- Volunteering, sport and employee events