

Position: Junior Finance assistant

Employer background
<p>Our company</p> <p>Dobrov & Family Group [D&FG] is an entrepreneurial family holding company, with global operations focusing on the following business areas: Real Estate, Hospitality, Energy and Financial Markets. The headquarter office is based in London. The Czech branch of the main holding company is based in Prague 4 at the Brumlovka business centre.</p> <p>The Czech business branch is focused on the real estate industry and renewable energy. We currently run various projects and own and operate various assets in the central european region (mainly residential real estate, hotel and power plants). Further, D&FG is planning to develop, invest and/or acquire diverse businesses in the Czech Republic, Germany and potentially other EU countries.</p> <p>We are currently looking for an assistant of the financial department for our Prague office.</p>
Job responsibilities
<ul style="list-style-type: none">● Invoice management for the company and its clients, namely:<ul style="list-style-type: none">○ control and sorting of incoming/outcoming invoices○ responsibility for timely collection of the invoices and handling over to accountants○ registration in an internal database system○ preparation of invoices for payment○ providing information to senior staff● Business trips management● Assisting with issuance of invoices, namely:<ul style="list-style-type: none">○ responsibility for timely collection of timesheets reports from staff○ assistance with timesheets reports preparation when necessary○ collecting information necessary for issuance of invoices○ cooperation on issuance of invoices● Assisting with accounting documents flow and general support of finance team● Support month-end and year-end closing processes● Preparation of ad hoc reports and other ad hoc tasks as requested by the senior management● Room for participation on more advanced tasks for the right candidate
Reports to: Financial Controller
Requirements to the candidates
<p>Education: High school diploma</p> <p>Students of Bachelor's or Master's degree in finance and/or accounting are preferred</p>
<p>Past employment experience: previous experience on similar or admin/assistant position is a plus, but not required</p>

Technical skills:

- Language skills: Excellent Czech language, English language (B1 or higher),
- Familiarity with Google Workspace (Gmail/Calendar, Google docs, Google Sheets, Google Drive) and MS Office (mainly Excel)

Key knowledge and skills required for this position:

- Ability to work independently and in also within the team environment
- Organised approach to work, with outstanding attention to detail
- Responsibility for outcomes
- Ability to meet deadlines
- Willingness to lend a helping hand to the team

Personality characteristics:

- Reliability
- Honesty & Integrity
- Positive and open-minded
- Team player
- Initiative & proactive
- Punctuality

Job conditions

Working schedule: flexible (upon agreement), 20h/week within office hours (Mo-Fr 09:00 -18:00)

Place of work: Prague (office based in Brumlovka business centre at Prague 4)

Starting date: immediately or upon agreement

We also offer:

- 20,000 CZK Gross salary
- Flexible working hours
- Professional growth opportunity