

Accountant Turkey

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Company: Terumo BCT

Location: Istanbul

Category: other-general

JOB TITLE: ACCOUNTANT TURKEY

JOB SUMMARY

Within the local Turkish entity, the person performs accounts payable, bank and general accounting duties for the legal entity ;

Process all bookings / payments regarding supplier invoices, expense reports & purchase orders and ensure timely updated bank account of the Turkish entity.

Assist to the monthly / quarterly / yearly closing within company guidelines and timelines.

Support full balance sheet reconciliation at closing date.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Execute day-to-day Accounts Payable process : Checking and booking all vendor invoices and custom expenses after getting approval from the relevant managers

Prepare and Booking all bank transfers

Perform bank reconciliations

Record all credit card and out of pocket expenses, after having obtained approval.

Following up the product tracking system, sending all product transactions to MoH, solving the problems for purchasing and sales,

Following up the return and replaced products

Reconciliation with customers and suppliers at every 6 months.

Support the disposal procedure

Booking all non-sales stock outs that customer service dept. prepares such as samples, spare parts and free of charges,

Checking physical inventory report with accounting module and realizing physical counting min. once in a year

Follow up all electronic invoices and e archive invoices.

Controlling all sales invoices and delivery notes physically and detecting the missing items

Updating and tracking the reports of Logo

Preparing and reporting cost of goods sold

Follow up on the prepayment process by customers to reduce import duties.

Making requested updates and improvements in company reports

The preparation of the sales and OPEX report on monthly basis

Booking all inventory entries and transferring them from module to accounting.

Booking and controlling all sales invoices from module to accounting

Archiving all journal entries

Look for and implement improvements in daily accounting work

Other duties as assigned.

Act s back-up within the accounting team

Communication partners :

External: Banks, Suppliers, Auditors.

Internal: Local team, Brussels (internal departments)

MINIMUM QUALIFICATION REQUIREMENTS

Education

Bachelor in Accountancy (preferably A1)

Experience

1-3 years related experience preferably in accounting,

Experience with day-to-day accounting activities.

Demonstrated technical knowledge of accounting principles

Skills

In line with Terumo's Core Values:

Respect – Appreciative of others

Integrity – Guided by our mission

Care – Empathic to patients

Quality – Committed to excellence

Creativity – Striving for innovation

Good written & verbal English language skills

Excellent knowledge of local/ regional languages

Experience with MS Office applications

Able to meet deadlines

Able to work independently and in team

Professionally handle confidential information

Able to establish collaborative relationships with internal and external contacts

Proficiency in Turkish Gaap

Quality and result oriented

ADDITIONAL INFORMATION

This position will be based in Turkey

This position will report to the Finance and Administrative Manager - TBCT Turkey

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