

Finance & Admin Executive Istanbul

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Company: AVIAREPS

Location: İstanbul

Category: other-general

Your tasks:

Primary responsibilities include payment, working capital, cash controls and inter-company reconciliation

Provide day to day leadership across the processing, reporting and month end closing activities for Invoice Processing

Manage the monthly financial close process, including ensuring all costs incurred are properly recorded, reviewing journal entries, account balance reconciliations and report preparation

Report accurate, timely and insightful monthly management accounts and financial updates for management review

Participate in the ongoing development/establishment of accounting policies and procedures and operational strategies including the review and implementation of process and system changes

Collaborate with the other finance department managers to support overall department goals and objectives

Collaborate with external auditors, tax advisors and legal counsels to ensure successful audit results and compliance

Prepare summary feedback of financial statements variances to budget

Executing of forecasting and forecasting processes

Actively review and advise on financial/accounting processes

Assist GM with recruitment processes, tender processes and operational works

Manage the payroll and HR administration, in order to ensure employees are properly administered and paid in accordance with social and labor laws

Manage all banking and cash management duties

Ensure staff and representatives are performing in accordance with the local laws and regulations (tax,SS,GDPR,labor)

Your qualifications:

Minimum experience of 2+ years in accounting or related fields

Fluent in English

Accounting softwareLUCA system skills

Strong computer skills (e.g. MS Office)

Strong research ability, detail-oriented, and excellent communication skills

Highly motivated, able to multi-task and work independently under deadline

Our offer:

International team with global office network

Very interesting client portfolio

High level of responsibility

Great team spirit

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