

# Turkey Jobs Expertini®

## Finance & Admin Manager (Contracted)

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Company: Atlas Copco

Location: İstanbul

Category: other-general

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Our solutions are a key part of most industries - electronics, medical research, renewable energy, food production, infrastructure and many more. Working with us means working with the latest technologies and groundbreaking, sustainable innovations.

**Join us on our journey for a better tomorrow.**

### Your role

Manages month-end closing tasks, including overseeing reports, accruals, provisions, payrolls etc., and prepares month-end management reports, inclusive of financial statements and supporting tables for HQ Controlling, ensuring compliance with reporting guidelines,

Conducts AC reporting (GPS) in parallel to be in line with IFRS reporting,

Issues invoices: Mainly to the HQ company for monthly services performed, Other invoices such as return, and traffic fine as needed

Collaborates with an outsourced accountant team and CPA to ensure timely compliance with local financial statutory and tax regulations,

Responsible for financial activities including but not limited to: Payments to vendors/suppliers and personnel such as travel expenses, salaries, bonuses, advance work payments. Other payments such as company vehicles' gas, taxes, insurance premiums, Payroll related approvals from HQ, Invoice and personnel expense controls, Periodic lists of incoming invoices to be recorded by department and by account to the accounting firm. Bank

relationships, bank transfer orders.

**To succeed, you will need**

Minimum bachelor degree in related fields

Minimum 3-4 years experience

Good level of IFRS knowledge

Having excellent level of MS Office skills

Excellent verbal & written English skills

No restriction to travel

No military obligation for male candidates

**In return, we offer you**

Have multiple interactions with different stakeholders both internally and externally

A self driven culture known for respectful interaction, ethical behaviour and integrity where sustainability and diversity & inclusion matter

New challenges and new things to learn every day in a global environment

Plenty of opportunities to grow and develop with Individual based development plans in scope of ITBA Academy

Global job opportunities within Atlas Copco Group

Wide range social benefits

**City**

Istanbul

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