



DATE: 22.09.2021

JOB – ACCOUNTS OFFICER (F/M) - AMCOR – LISBON

Reference Ad: GIP/ September2021 – 0422

DEADLINE FOR APPLICATION: October 15th, 2021

ACCOUNTS OFFICER (F/M)

CANDIDATE PROFILE:

1. Qualifications and Experience:

- Degree in Management, Accounting, Finance, Economics or other similar area;
- 2 years of experience on a relevant area;
- Accountant Certification (TOC title);
- Knowledge in accounts, financial audits, finance management, management control, SOC, compliance;
- Strong Analytical and accounting skills.
- Experience using SAP (preference);
- Fluent in English.

2. Specific Skills and Abilities:

- Detail-oriented;
- Self-motivated;
- Drive Vision & Purpose;
- Strategic Mindset;
- Set Priorities & Drives Results;
- Customer Focus;
- Cultivates Innovati.

ROLE:

- Maintains accounting controls by following policies and procedures; complying with financial legal requirements;
- Guaranteeing proper document management (e.g., document reception, sorting of accounting documents and validation);
- Process accounts payable and receivable, depending on role;
- Handle account inquiries from internal and external sources;
- Review both incoming and outgoing invoices;



- *Processing of PO and non-PO invoices, and credit notes;*
- *Controlling receipts and timely clearing;*
- *Ensuring all accounts payable transactions are correctly processed;*
- *Reconciles general and subsidiary bank accounts by gathering and balancing information;*
- *Supports the successful execution of all Accounting & Tax activities, ensuring work is completed in a timely and accurate manner;*
- *Verify the accuracy, completeness and consistency of accounting information received;*
- *Prepare support analysis of all balance sheet accounts on a monthly basis;*
- *Prepare the balance sheet and income statements and various other accounting statements and reports required;*
- *Perform accounting operations in the general ledger in accordance with statutory and corporate regulations;*
- *Month-end close activities and Amcor's Reporting;*
- *Support Key Performance Indicators reporting;*
- *Participate in analyses of engineering actuals costs and presentations for reviews of Engineering costs;*
- *Provide financial status information by preparing special reports, completing special projects;*
- *Maintain accounts by reconciling accounts receivable detail and control accounts, adjusting entries for amortizations prepaids, analyzing and reconciling retainage and accounts payable ledgers, preparing fixed asset depreciation and accruals;*
- *Reconciliation of accounts based on supporting documentation;*
- *Cooperation with financial auditors for respective process area;*
- *Supports Continuous Improvement and corporate initiatives in driving process improvements;*
- *Secures financial information by completing database backups, keeping information confidential;*
- *Provide exceptional customer service whilst being decisive, firm and empathetic with all the stakeholders.*

ADDITIONAL INFORMATION:

- *Interested parties should send an e-mail to gip@autonoma.pt, indicating in the subject the ad reference, full name and student number, attaching the detailed curriculum vitae (preferably European model in English) with passport photograph.*
- *Only applications from UAL students will be considered.*