



McKinsey & Company



McKinsey Recruiting



McKinsey & Company is a global management consulting firm. We work with leading organizations across the private, public and social sectors. Our scale, scope, and knowledge allow us to address problems that no one else can. We have deep functional and industry expertise as well as breadth of geographical reach. We are passionate about taking on immense challenges that matter to our clients and, often, to the world.

JUNIOR ACCOUNTANT – part-time

- Would you like to become a part of Accounting/Finance department and **get an experience from top global company**?
- Are you a university student with background and **passion for finance/accounting**?
- Looking for a **long-term cooperation** with top international employer?
- Able to **work 2-3 days a week** (between 9:00-17:30)?

If doing meaningful work, providing a high level of accounting support, strengthening your skills and being a part of an amazing team sound good, then you might be just the one we are looking for!

What will your day in the office look like?

You will closely cooperate and learn from other accountants as well as cooperate with other colleagues within our office and potentially other branches in abroad.

You will **process petty cash receipts, bank statements, incoming invoices** (booking, contact vendors for missing/incorrect invoices) and **processing expense reports** (Amex, out of pocket). You will assist our senior colleagues with **monthly and quarterly reports** and miscellaneous other ad-hoc accounting tasks. If you still want to do more, **you can join a team to organize an internal event** because taking initiative is always welcome!

Who are we looking for?

- University students studying Accounting, Finance; Ideally 1-2 years of accounting/finance experience (even during university studies), basic knowledge of accounting and VAT
- Native in Czech or Slovak and very good communication in English
- Knowledge of MS Office applications (Word, Excel, e.g., pivot tables)
- Analytical skills and accuracy, thoroughness and reliability
- Open-minded, flexible, proactive, service- and detail-oriented, non-conflict personality
- Good sense of prioritization and multitasking, and ability to work under pressure
- Excellent communication skills to enrich our amazing friendly, team-player, can-do attitude, common sense team.

What will you get in return?

You'll be working in a dynamic and global firm. You'll be working part-time (DPČ, 20 hrs a week, 2-3 days, final schedule will be based on mutual agreement). We want our employees to grow and develop further, so we organize loads of trainings to that end (MBTI, feedback giving and receiving, and much more).

We also provide free food and refreshments at the workplace, pass into a fitness center, notebook and SIM card, and we are organizing events for our employees.

How to apply

If you are passionate about this position do not hesitate to send your Curriculum Vitae in English to Kateřina Grebeňová at katerina_grebenova@mckinsey.com. Please include the following text in your application for this position.

By applying for this position I agree that McKinsey and Company, Inc. Prague may process and keep my personal data which are filled-in or attached to this email. Personal data will be processed according to the Commission Decision 2001/497/EC and Act No. 101/2000 Coll. on Personal Data Protection. I provide these data to McKinsey and Company, Inc. Prague solely for the purpose of selection process, for the period of its duration and for the period of maximally 12 months after the selection process termination or until a written form revocation.

For more information about our company, please visit our website www.mckinsey.cz or our facebook page at: <https://www.facebook.com/McKinseyPrague/?fref=ts>