CHG-MERIDIAN Czech Republic s.r.o.
BB Centrum – budova Beta, Vyskočilova 1481/4, 140 00 Praha 4

CHG-MERIDIAN is one of the world’s leading independent leasing companies specialized in operate leasing of IT, founded in 1979 in Germany and active in 23 countries worldwide today. For our subsidiary in Prague, administrating activities on Czech and Slovak markets, we are looking for a colleague to support our team.

Junior Accountant – part-time job

Job description
- Accounting agenda in NAVISION SW for subsidiaries in the CR and Slovakia – learning of booking of supplier invoices, issued invoices, bank statements, assets evidence. Being the basic necessary back-up with the senior accountant during holiday.
- Cooperation on preparation of monthly management reporting
- Other cooperation based on the needs (VAT connected reports, statistics, IFRS reports, assets register)

Your profile
- University/middle school education with economic specialization
- Experience with keeping accounting will be an advantage
- Basic working knowledge of VAT and Income tax systems in the Czech Rep. as an advantage
- English written and spoken, intermediate
- Familiar with MS Office applications, good excel usage
- Accuracy, analytical skills, effective communication in the team and outside, person able to look for solutions, flexible, active, responsible person

We offer
- Interesting and complex position, in which you will not only perform accounting, but you also get knowledge about processes in international leasing company
- Flexible working hours
- Highly developed internal IT and tutor system, which help you in your daily work
- Small friendly team, modern office in Prague 4
- Possible start: immediately
- Read more about CHG-MERIDIAN on www.chg-meridian.com

Are you interested to join our professional team?

Send us your CV and accompanying letter in English to address: jana.bochenkova@chg-meridian.com
Mobile: 602 394 614