

# Prague 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.*

---

## Part-time JUNIOR ACCOUNTANT

*“We don’t need years of accounting/finance background experience. Enthusiasm for work and continuous self-improvement, passion for accounting and finance, great eye for details and common sense are more important to us.*

*We are a boutique team where a friendly attitude and openness are greatly valued.”*

Linda Holatová, Accounting Manager

### What can you expect?

You’ll be working in a dynamic and top global company on a part-time basis -- **DPČ, 20 hours and ideally 4-5 days a week**. Final schedule will be based on mutual agreement.

**Commitment for at least 1 year** is required.

Your agenda may include a mix of the following:

- Processing petty cash receipts
- Bank statements
- Incoming invoices (booking, contact vendors for missing/incorrect invoices)
- Expense reports (Amex, out of pocket)
- Assistance to senior accountants with other miscellaneous ad-hoc admin tasks

Join our team and benefit from:

- Learning from our senior accountants and other colleagues who are always ready to guide you and help you not only in the first few weeks in your new role but also later during your McKinsey path
- Rotation of responsibilities - we try to change responsibilities in the team from time to time so that each member of the team gets a comprehensive experience of the functioning of the Accounting/Finance at McKinsey
- Involvement in projects within Central European region and Europe
- Possible cooperation with global teams

## **Who are we looking for?**

- Are you a **university student** specializing ideally in Accounting/Finance or a **parent** with such background **searching for flexible job**?
- Are you **native in Czech or Slovak with good communication skills in English**?
- Are you familiar with **MS Office applications** (Word, Excel, e.g., pivot tables)?
- Do you have **good analytical skills**?
- Are you **accurate, thorough and reliable**?
- Are you **proactive, open-minded, service- and detail-oriented**?
- Are you able to **prioritize, multitask** and work under pressure?

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

## **What else will you get in return?**

You can join loads trainings that enable you to grow and develop further such as MBTI, feedback giving and receiving, language courses and much more.

We also provide free food and refreshments at the workplace, free Multisport card, notebook and SIM card, and we organize various events for our employees/kids.

## **How to apply?**

If you are passionate about this position do not hesitate to send your Curriculum Vitae in English to Zuzana Ludvíková at [zuzana\\_ludvikova@mckinsey.com](mailto:zuzana_ludvikova@mckinsey.com).

For more information about McKinsey Prague office, visit our website – [www.mckinsey.cz](http://www.mckinsey.cz)

*McKinsey & Company, Inc. Prague - organizační složka, Business ID: 27214869, Milevská 2095/5, Praha 4, as the data controller, shall process the data you provided (or publicly obtained) in accordance with the General Data Protection Regulation (EU) 2016/679.*

*By applying for this position, you provide the data controller with your personal data for the purposes and the duration of the selection procedure. For more information on data processing by McKinsey & Company, Inc. Prague - organizační složka, Business ID: 27214869, Milevská 2095/5, Praha 4, visit <https://www.mckinsey.com/mckinsey-recruitment-privacy-policy/cs-cz>.*