



As fully-owned subsidiary of Erste Group Bank AG, Erste Asset Management GmbH coordinates and is responsible for all asset management activities of the Group. More than 300 employees develop and manage investment solutions for our investors. In total we currently manage assets of about EUR 50bn Euro across 6 different countries.

As an entity of Erste Asset Management, SAI Erste Asset Management S.A. is currently looking for a

SENIOR REPORTING & ACCOUNTANT

Your tasks:

- Accounting records in the SAP software system used by the Company for the investment company and for the investment funds managed;
- Records receipts and payments according to the statements of accounts;
- Actively participates in the monthly close process;
- Prepare specific accounting financial reports, internal and external, according to the deadlines (balance sheets, financial statements, other reports) for the investment funds managed;
- Provide Group Costing requirements regarding accounting registration on cost center, together with appropriate reporting;
- Give support for external and internal audit ;
- Ensure fulfillment in good conditions and obligations within the state budget, state social insurance budget, suppliers and other third parties;
- Ensure the execution of financial operations such as: cash advances, personnel rights, suppliers;
- Manage and properly archive documents, records and reports the underlying work done;
- Participate actively in parameterization and improving IT applications used in the Company;

- Prepares the inventory program of the Company's fixed assets, inventory objects and other assets, according to the legal regulations in force;
- Track and coordinate the inventory of the entire patrimony of the Company;
- Ensures contact with the HR service provider and covers the part of activities related to the human resources activities under the Company, according to internal procedures.

Job requirements

You:

- have a Bachelor's degree in economics;
- good knowledge of IFRS and RAS accounting rules;
- other relevant certifications;
- Knowledge of PC – Microsoft Office;
- advanced level of knowledge of English;
- work experience of minimum 3 years within the investment fund industry or similar;
- special attention to detail, organized and with team spirit.

We offer:

- a friendly, respectful and innovative working environment;
- participation at trainings and professional development programs;
- support your personal and professional development
- give you the great opportunity to work in a challenging and international environment within a high-qualified team

Did we raise your interest?

Please send your full application with a CV and cover letter exclusively via Mail to office@erste-am.ro.