



KTI Poland S.A.

POSITION: JUNIOR ACCOUNTANT

DEPARTMENT/SECTION: ADMINISTRATION & FINANCE DEPARTMENT

Place of work: Warsaw, Poland

KTI POLAND S.A. is a well-established international EPC company offering services in the field of design, delivery and construction of installations in the oil and gas, petrochemical, chemical and power industries.

*Due to the dynamic growth of the company, we are looking for a **Junior Accountant** to work at our office in Warsaw, Poland.*

JOB DESCRIPTION:

- Verification of the documents with regard to formal and accounting aspect,
- Coordination of the accounting documents circulation within the department
- Registration of the bank statement payments
- Registration of incoming and outgoing documents
- Entering documents into the accounting system
- Archiving of accounting documents
- Issuance of accounting notes
- Participation in month/year-end closing processes
- Performing other administrative and accounting works required to support the department in its day-to-day works and duties

REQUIREMENTS:

Knowledge of MS Office software, particularly MS Excel,

- Willingness for up-skill and making progress in the field of finance and accounting
- Basic knowledge of tax and accounting regulations
- Practical knowledge of MS Office (MS Excel in particular)
- Ability to organise work and solve problems independently
- Knowledge of the English language would be an additional asset.
- A degree in the field of accounting, economics or finance would be an additional asset.

WE OFFER:

- Opportunity for up-skill and gaining practical experience in the field of accounting and finance
- A contract of employment in an engineering company with an established position in the market
- Good working atmosphere



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- Participation in interesting, multidiscipline projects implemented at home and abroad for reputable clients in Oil & Gas, chemical and energy sectors
- Cooperation with high-class specialists from Poland and abroad
- Attractive benefits package: private medical care LUX MED, accident insurance, MultiSport card, social fund