



KTI Poland S.A.

POSITION: 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 an **Accountant** with a good knowledge of the English language to work at our office in Warsaw, Poland.*

JOB DESCRIPTION:

- Booking of accounting documents: invoices, cash reports, bank statements
- Participation in the preparation of financial statements and reports, tax returns and other documents in accordance with the law and internal procedures
- Keeping fixed assets records
- Verification of accounting documents in terms of form and accounting, as well as for the correctness of VAT deduction and qualification of purchases as tax-deductible expenses
- Preparation of monthly, quarterly and annual reports for the Central Statistical Office (GUS) and the National Bank of Poland (NBP)
- Participation in the preparation of balance sheets, profit and loss accounts and annual and quarterly reports, as well as other reports for the Management Board and external institutions
- Cooperation with external institutions, including auditors, tax authorities, as well as participation in internal audits
- Preparation of bank transfers and entering the transfers into the electronic banking system

REQUIREMENTS:

- Experience in the field of accounting – minimum 5 years of experience in a similar position
- Good knowledge of tax and accounting regulations
- Good work organisation skills
- Accounting Certificate issued by the Ministry of Finance will be welcome and appreciated
- Good knowledge of the English language

WE OFFER:

- Opportunity for up-skill and professional development
- 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, multi-discipline 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