



YOU'VE GOT
talent.

amesto
Global

Accounting and Office Assistant

📍 Barcelona (Spain)

ABOUT US & THE POSITION

Amesto Global is a partner led boutique firm offering bespoke solutions to companies expanding both domestically and internationally. We are client focused and embrace technology in all aspects of our work practices. We work hard to automate our processes as much as possible to deliver timely information to our clients.

Due to our own growth, we have a fantastic opportunity to join our Barcelona team in a dual position as **Accounting and Office Assistant**.

KEY RESPONSIBILITIES

Accounting Assistant:

- Generally assist the accounting team members with processing data in the ERP software or other software platforms.
- Accounts Payable Coding, matching, obtaining approval and entering purchase invoices for clients on ERP software daily while ensuring the necessary controls are adhered to.
- Managing the AP query inbox for a portfolio of clients, ensuring all emails are responded to in timely manner.
- Liaising with suppliers in various countries to maintain a good relationship.
- Analysing and posting employee expenses.
- Administering payments on bank accounts.
- Matching bank movements to sales- and vendor invoices.
- Prepare and issue sales invoices accurately and on time for a portfolio of clients.
- Provide support in responding to ad hoc queries from clients and members of the Service Delivery team.

Office Assistant:

- Maintain a clean, organized, and well-stocked office environment.
- Oversee office supplies and inventory management, ensuring timely procurement.
- Handle incoming correspondence, including emails, calls, and physical mail.
- Liaise with building management and service providers for maintenance and repairs.
- Ensure office equipment is functional and arrange for repairs as needed.
- Manage expenses/vendor invoices in close cooperation with internal team.
- Ensure compliance with health and safety regulations in the workplace.
- Assist with onboarding new employees e.g. ordering hardware and other supplies.

QUALIFICATIONS & SKILLS

- Minimum of 3 years' relevant experience.
- Experience in processing of invoices & data in ERP or similar software, with a high degree of accuracy.
- Strong numeracy and competent basic accounting skills.
- Experience with cloud-based accounting packages.
- Excellent computer skills - proficient in Microsoft Office, particularly Excel.
- Proven commitment to achieving deadlines.
- Excellent organization skills and detail-oriented.
- Have an analytical mindset.
- Ability to work independently on projects but can still work as part of a team.
- Strong deadline and task management.
- Fluent level of Spanish and excellent command of English (both spoken and in writing), another language would be a plus.

WHAT WE OFFER

- We are based in Barcelona and have flexible policy on starting times. We pride ourselves on fostering team unity while working closely with management and fellow employees to nurture trust and build rapport with our clients.
- An opportunity to work with a diverse portfolio spanning different industries and international locations.
- Salary is negotiable based on experience.

APPLICATION DETAILS

If you are interested in joining our team, please send your application letter and resume to us at:

hire@amesto.com

ADDITIONAL INFORMATION

At Amesto Global, we believe '*Life is Now. Work Somewhere Awesome*'. Our vision is to foster work-life balance for both our team and our clients, enabling everyone to focus on what truly matters, professionally and personally. Guided by our mission—Simplifying Business—we help clients streamline their operations so they can dedicate time to their core objectives.

Simplify Business. Simplify Life.

We are committed to building an inclusive workplace where every individual can grow and thrive. Our competitive compensation package includes base salary, performance-based bonus, and comprehensive benefits. At Amesto Global, you will join a forward-thinking, global team dedicated to excellence, collaborating on exciting projects for a diverse international client base while advancing your professional growth and career development.

Triple Bottom Line

Aligned with the overarching mission of the Amesto Group, we prioritize what is known as the *Triple Bottom Line: People, Planet, and Profit*. This concept is ingrained in all aspects of our business operations. We evaluate every project we take on with an emphasis on long-term social benefits and sustainable growth.

Equal Opportunity Employer

Amesto Global is an equal opportunity employer and is committed to creating a diverse, inclusive, and equitable workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or protected veteran status.

For more information on Amesto Global, visit us at:

www.amesto.global

