

Junior Accountant – Accounting & Tax

Bucharest (Romania)

ABOUT US & THE POSITION

Amesto Global is a partner-led boutique firm offering bespoke solutions to companies expanding both domestically and internationally in Europe and North America. 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 reliable and timely information to our clients.

Due to our own growth, we have a fantastic opportunity to join our client-focused accounting and tax team as a **Junior Accountant**.

KEY RESPONSIBILITIES

- **Data Validation**: Check client documents and information received, flagging missing or inconsistent items
- **Primary Accounting Documents**: Prepare primary accounting documents and ensure supporting documentation is complete and accurate
- **Accounting Data Processing**: Record transactions in the company accounting system for an assigned portfolio of clients, ensuring accuracy and timely delivery
- **Standard Correspondence**: Prepare standard correspondence with clients and institutions, under the guidance of experienced team members
- **Tax & Statutory Support**: Assist in tax calculations, submissions and various tax compliance and statutory matters
- **Tax Authorities (Administrative)**: Liaise with the tax authorities on administrative matters on behalf of clients, including document submissions and collections
- **Month-End Support**: Support month-end and year-end processes, including reconciliations and reporting, as directed
- **Client & Team Support**: Maintain regular communication with clients and internal teams, escalating issues when needed

QUALIFICATIONS & SKILLS

- **Accounting & Tax Knowledge**: Basic understanding of accounting and tax processes, including Romanian accounting and tax legislation and compliance requirements
- **Accounting Systems**: Exposure to accounting systems is an advantage
- **Analytical Skills & Attention to Detail**: Strong numerical skills, with a methodical and accurate approach to data processing and documentation
- **IT Skills**: Good working knowledge of MS Office, especially Excel
- **Communication**: Good written and verbal communication skills, with a professional, client-focused approach
- **Organisation**: Ability to manage multiple tasks and meet deadlines
- **Teamwork & Learning Mindset**: Eagerness to learn from senior colleagues, develop accounting expertise and take on increasing responsibility
- **English**: Good written and spoken English

WHAT WE OFFER

- We are based in Bucharest
- We pride ourselves on fostering team unity, working closely with management and colleagues to build trust and strong relationships with our clients
- An opportunity to work with a diverse portfolio spanning various industries and international locations
- Competitive salary, negotiable based on experience
- Hybrid working model
- Generous Benefits

APPLICATION DETAILS

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

camelia.nita@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. 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

