

PLANET EXPAT IS HIRING A FINANCE MANAGER FOR PERMANENT UNDEFINED.

Date : 15/01/2018

Job reference : 180102-23289109

Type of contract : Permanent

Localisation : Porto 10000, PT

Contract duration : Undefined

Level of studies : Bachelor's Degree

Years of experience : 3-4 years

Company description :

Planet Expat provides career-boosting paid internships in some of the most innovative and dynamic Start-ups in Latin America, Europe and the USA. We connect students with promising start-ups abroad through a program that allows them to gain valuable professional experience in international environments while being key contributors to innovative projects.

We are a company focused on building global online companies. Our aim is to successfully create fast-growing companies with high potential in the tech sector within emerging markets.

Job description :

Your main responsibility will be to make sure all finance processes run smoothly across different ventures and across the group. You will be responsible for deploying finance operations for new ventures, coordinate our global financial operations, ensure the money are spent wisely and efficiently and advise management by providing accurate financial information and insights.

Your key responsibilities will be to:

Set up Finance operations in a new country and/or business

Coordinate monthly yearly bookkeeping routine

Coordinate monthly payroll execution

Coordinate quarterly budget cycles (with monthly adjustments)

Coordinate expenditure policy application (including cost-control checks / internal audit)

Coordinate filing (to ensure smooth external audit)

Required profile :

Excellent English

A minimum of 3 years of accounting experience

Excellent organisational skills and attention to details

Strong belief in getting things done - We are nomads traveling around the world so it is important to have drive, ownership and execution.

To apply: <https://apply.multiposting.fr/jobs/6525/23289109>