



Finance Assistant (m/f/d) - German language skills are not required

BS Wutow GmbH is your expert in recruitment and placement of professionals and executives in the region of Frankfurt. As a privately owned company in the nationwide scale BS Group, we rely on consistent quality and service orientation in the realization of our individual staffing services.

Our client is a major international operation institution. For this client, we are looking for a dedicated

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Your future tasks and responsibilities:

- Process invoices, Goods/Services receipt, Shopping Carts, Purchase Orders.
- Control the budget implementation on a regular basis and in preparation to year-end closing; control of actual budget consumption versus planned budgets.
- Support the preparation of inputs to the HR planning process as part of the annual budgets and long-term financial planning.
- Prepare draft memos and draft documentation relevant to the HR planning process.
- Co-ordinate work packages for service contracts.
- Support Project Control reporting, including production/analysis of monthly performance indicators.
- Provide general administrative assistance for project control activities, including adhoc support as requested.

Your Profile:



- Secondary education and proven experience in the area of finance, accounting, or controlling.
- Experience with cost or project control tasks and in the operation of planning databases.
- Very good working knowledge of English.
- Practical experience with SAP, in particularly with its financial and controlling modules.
- Proficiency in MS Office, in particular Excel.
- Organised, detailed and methodical approach to work with the ability to handle high volumes of data with high accuracy.

Your professional future:

- You will find a job in an international team that has worked on exciting and challenging topics in an innovative and creative environment.
- You will receive a performance-based compensation under attractive working conditions

We look forward to your application!

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