

Finance Assistant

Are you motivated by improving financial workflows, securing timely reporting and filing?

If you can successfully contribute to improving financial workflows that bring value to our Finance department and organization, we offer you an exciting career opportunity where you will work with financial reporting in a company that welcomes commitment, enthusiasm and initiative.

We are looking for a skilled and experienced colleague who will join the Finance team in our Silkeborg office. You will join a team of finance professionals and work independently with accounting and act as a service function for the organization on all levels. You will report directly to our Finance Manager and be part of a great international finance team.

As our Finance Assistant, you will be given a lot of responsibility and opportunities for growth. This job offers a variety of different tasks and is great for someone who thrives in a dynamic and flat organization, where adaptability and collaboration are key. You will become part of an entrepreneurial and friendly work environment with innovative and bright colleagues, and we will make sure you receive a warm welcome and a thorough introduction to all functions.

YOUR RESPONSIBILITIES

Your main responsibilities will be to:

- Handle salaries for all employees in Denmark and Germany through Visma Løn.
- Prepare customer invoices and intercompany invoices.
- Booking and registration of hours and jobs.
- Handle public filings to Danmarks Statistik, Moms, intrastat etc.
- Maintain the ERP system (NAV).
- Support the Finance Manager with preparation for Budget and Forecasting and build and maintain internal tools for analysis.
- Ensure that comparable processes in all our business units are handled the same.
- Reconciling balance accounts for monthly, quarterly and annual reportings.
- Produce explanation of deviation on budget discrepancy in collaboration with the company's Finance Manager.

YOUR BACKGROUND

You are outgoing and have a flexible mindset knowing that it is necessary to serve as back-up function for colleagues when you are part of a small team. You understand the value of working together and solving problems as a team while at the same time have independent responsibility for own tasks and assignments.

We imagine you have an educational background within accounting or other corresponding financial education combined with 3-5 years' work experience from a similar position, preferably from a project-based company.

You have experience working with ERP systems, preferably with NAV 2017 or a newer version of Navision.

- Apply excellent administrative skills and a pragmatic approach to your work.
- Know how to apply and adapt general accounting principles across an organization.
- Have a sound understanding of the finance area – especially accounting.
- Good collaboration skills are essential for you to succeed as our Finance Assistant.
- You have great communication skills in English, both orally and written.
- You are detail-oriented and take pride in your work.
- You must have basic MS Excel skills.
- You can plan your own tasks to meet all deadlines within the department.

At a personal level, you enjoy working in an informal culture where social ability to connect with colleagues and customers is essential, and where proactivity and self-motivation are important ingredients for success. You take pride in the quality of your work and deliveries, and you are used to working within tight deadlines.

If the description above sounds like you, we would love to hear from you.

APPLY FOR POSITION

If you have questions for us, you are welcome to contact our Director of HR & Administration, Jan Konstantin Rosenby, at +45 2014 6468.

To apply, please send your CV and application via our [website](#).

We are looking for someone to start as soon as possible, and we go through applications on an ongoing basis, so don't hesitate to reach out to us. We look forward to receiving your application.

ABOUT SCADA INTERNATIONAL

At SCADA International, we are specialists within renewable energy. We design and build intelligent solutions that enable our customers to optimize energy production. Our team of bright-minded people are located at our headquarters in Denmark and across our subsidiaries in Germany, Poland, US, Ukraine, Spain, and Russia. Together, we are passionate about making a difference and strive towards continued growth for our customers, our employees, and the renewable energy industry.

Curious to know more [about us?](#)



SOFTWARE
SOLUTIONS



HARDWARE
SOLUTIONS



CONSULTING



INSTALLATION
AND COMMISSIONING



VALUE ADDING
SERVICES

