



**Title:** Junior Accountant (Assistant Accountant)

**Location:** Teleperformance Kosova

**Job Type:** Full-Time

**Starting Date:** TBD

Teleperformance is the world's largest customer service company that offers outstanding career opportunities. Our team has more than 480,000 colleagues in 84 countries and has a tradition of 40 years. Teleperformance is listed on the Euronext-Paris Stock Exchange, signed by United Nations Global Compact and certified by Great Place to Work®.

### **Job Overview**

As a Junior Accountant you will provide support to the senior accountant and wider finance team by helping to prepare financial statements, accounts, budgets, processing invoices and preparing VAT returns. Joining our team means gaining exposure to diverse projects, collaborating with talented individuals across departments, and expanding your skill set.

### **Key Responsibilities and Accountabilities**

- Performing reconciliations of accounts
- Processing payments and invoices accurately and within expected time periods
- Assist with preparation of the month end accounts
- Supporting the senior/managing accountant and wider finance team
- Collaborating with these teams to work on various accounting projects

### **Main Job Requirements**

- Bachelor's Degree in Accounting or Finance
- A minimum of B2 level of English
- 2 years' experience working within an accountancy or audit firm
- Excellent knowledge of Microsoft Office, especially Word and Excel

- Candidates who are students or members of SCAAK have an advantage.

### **What we offer**

At Teleperformance we believe in fostering a culture that encourages personal and professional growth. We understand that each individual possesses unique talents and aspirations, which is why we offer a multitude of career possibilities within our organization.

- Competitive salary
- Health insurance fully covered from the company
- Supportive work environment that is commitment to fair treatment and equality

### **How to Apply**

Please apply by clicking [HERE](#). The deadline for application is until Friday **13th of September 2024**