



## Junior Accountant (m/f/d) Functional Support

Our client is a major financial institution looking to strengthen their team as soon as possible with a:

### **Junior Accountant (m/f/d) Functional Support**

#### **Your future tasks and responsibilities:**

- Day-to-day SAP procure and purchasing support and act as an help desk agent to both internal and external end users (e.g. answering emails and telephone calls).
- Maintain vendor information in the SAP system.
- Manage contract and purchasing information in the SAP system.
- Monitor the purchase/procurement activity in SAP system (e.g. purchase orders, goods and services receipt, vendor requests etc.).
- Day-to-day support to end users in other relevant SAP systems.
- Preparing regular reports, various calculations and ad-hoc information for management.
- SAP system testing.
- Maintaining electronic and paper based registrations and filing systems.

#### **Your Career Profile:**

- University degree in a relevant field such as business administration, law, IT or finance (Bachelor level or equivalent).
- Vocational qualification in the field of SAP procurement, SAP purchasing and/or SAP accounting would be an asset.
- At least 2 years' of experience in the field of procurement and/or purchasing and/or accounting.



- Relevant SAP/ERP experience and knowledge, especially in modules such as SAP MM/FI would be an asset.
- Experience in customer oriented services and support (e.g. help desk) would be an asset.
- A working knowledge of MS Office, in particular Word, Excel and PowerPoint.
- Ideally, an advanced knowledge of Excel (e.g. macros, VBA).
- Advanced command of English (equivalent to C1 level).

### **Your professional future:**

- The successful candidate will be provided with a laptop free of charge, which shall be used also for remote working.
- The employer will also provide training on its relevant internal processes and IT Software for the performance of the tasks.

Please send us your application or questions via mail, quoting the following reference number:

Referenz-Nummer: 401025A18606

### **Ihr Kontakt:**

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