

JUNIOR ACCOUNTANT

Who are we?

HSH Chemie is the leader in the chemical distribution business in Central and Eastern Europe.

Our Group has more than 45 years of specialized experience and provides services in more than 20 countries within the CEE region. A privately owned company with Headquarters in Hamburg (Germany), currently operating with 13 sales office locations and 23 independent warehouse locations.

Thanks to the expertise, efforts and motivation of our international team of 270+ professionals, we are growing very fast, improving dynamically our market positions, and constantly developing our impressive portfolio of raw materials and distribution services. Therefore, it is our aim to attract the best people in our industry and to invest in their personal and career development.

Now we are opening a new job position for the needs of our Team in Sofia, Bulgaria.

And we invite you to join us as a Junior Accountant to strengthen our local Finance & Accounting function.

It would be nice if you already have some previous related work experience, but it is not a mandatory requirement. Depending on your personal skills, internal drive and evaluated performance, you will have the opportunity for growing with us!

Your job role and responsibilities:

- » Step by step you will be involved in all accounting, financial planning and reporting activities in our local HSH office;
- » You will acquire deep understanding and experience of the business and finance processes in an international organization through carrying out routine or specialized operations and assisting in the preparation of various analyses, reports and budgets;
- » You will be responsible for:
 - Processing of primary and secondary accounting documents according to the National Accounting Standards;
 - Chronologically registering the accounting operations;
 - Keeping systematic accounting registers for summarization of the accounting information;
 - Posting of payment orders (bank statements);
 - Participation in monthly and annual closing process – supporting correct and timely checking, reporting and analyzing accounting data;
 - Supporting the supervision and control of the Company's revenues and expenses;
 - Assisting in the communication with the National Revenue Agency (NRA), National Social Security Institute (NSSI), National Statistical Institute (NSI), Bulgarian National Bank (BNB) and other state authorities (and preparing related documentation);
 - Observing the adopted corporate rules for the classification of accounting documents and registers, as well as keeping them as required by the accounting and tax legislation;
 - Supporting the current activities of the Company and performing additional tasks related to the specifics of work as assigned by the Chief Accountant and the Managing Director;
 - Communicating effectively and in a timely manner with all units within the Company.

Your profile – skills and expertise:

- » University background in Finance & Accounting education field;
- » Limited related business experience or participation in internship programs;
- » Knowledge and understanding of the Bulgarian accounting and tax legislation;
- » Very good knowledge of Microsoft Office suite (especially data processing with Excel);
- » Bulgarian and English languages - ability to communicate clearly both verbally and in written;
- » Analytical skills, attention to details and ability to cope with deadlines are essential for the role;
- » Team player, responsible, proactive and friendly attitude;
- » Curious and adaptive, willing to learn continuously and to exchange knowledge and experience in favor of team's best interest.

Our offer to you:

- » A long-term cooperation in a family-run company with impressive traditions, proven expertise and a leadership position within the chemical distribution business;
- » Friendly teamwork environment, low hierarchy culture and flexible decision-making process;
- » Clear goals, tasks and responsibilities;
- » Freedom to express and discuss your own ideas, many challenges and a lot of fun;
- » Opportunities to develop further your skills and to advance your career in a successful multinational organization;
- » Standard working time and transparent employment conditions;
- » Very good remuneration package, including additional employee benefits;
- » Internal and external trainings and teambuilding events.

Are you ready to take this unique chance for a big step in your career?

Just send us your job application to hr.bulgaria@hsh-chemie.com and we will contact you to discuss further in person!

All applications will be treated in strictest confidence.

Your personal data will be used for the sole purpose of the recruitment process and all records will be destroyed once the process is completed. For further questions, objections and complaints relating to the collection, processing, storage, and destruction of your personal data you may contact our colleague Ginka Tabanska - 1680 Sofia, 90, Blvd. Bulgaria, floor 3.

To learn more about us, you can visit our corporate website: www.hsh-chemie.com