



Job Description

Position	Junior Accountant 100%
Direct Report to	Head of Accounts
Incumbent	vacant
Date	September 01, 2025

Job Summary

Together with a team of 4-5 people you will be responsible for the accuracy and timeliness of the accounting of allocated tasks by assisting in any combination of calculating, posting and verifying transactions in order to ensure that all financial data reflect a true and fair picture in accordance with IFRS and local GAAP.

Duties and Responsibilities

- Booking of Bank accounts as well as reconciling them on a monthly basis.
- Cost invoices handling, including booking invoices, reconciling statements.
- Booking of overhead invoices.
- Controlling and booking of trade related creditors and debtors in relation to all traded commodities.
- Recognize subsidiaries data within the system according to our group accounting guidelines.
- Actively assists and supports accounting desk in all aspects of commodity concentrates trading, including recording, analyzing, monitoring and reporting financial performance.
- Assist in efficient and effective archiving of contracts/deals, as well as other accounting data.
- Assist in preparing monthly, quarterly as well as year end closings according to assigned tasks.
- Other various general accounting tasks as part of job rotation.
- Support in projects and ad hoc tasks.

Knowledge, Skills and Abilities

- Solid skills in bookkeeping
- Advanced knowledge of MS Word, Excel and Outlook
- Good command in English (Company language)
- Willingness to build-up a considerable knowledge in the commodity trading sector
- Ability to work under time pressure and in a changing environment
- Strong team player
- Personal attributes: accurate and efficient work style, flexible, reliable, attention to detail, analytical, persistent problem solver, good communication skills

Education and Experience

- Commercial background (KV Profile E or M)
- At least two years accounting experience, preferably in an international environment