

# Accounting Assistant @ Effigest FR



**EFFIGEST**  
stratégie et expertise comptable

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Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Feb 15, 2024

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Employment Status : Full Time

Experience : 1 - 3 Years

Salary : 24,000€ to 32,000€ gross annual

Gender : Any

Career Level : Mid Level

Qualification : Bac +2 degree

## Job Description

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### Responsibilities:

Within the Internal Accounting Department, you will be responsible for the following tasks:

- Updating the accounting records: Entry of purchase/sales invoices
- Bank reconciliations
- Preparation and filing of VAT returns
- Treasury operations
- Management of the firm's invoicing
- Monitoring client payments

You may be called upon to provide occasional support in maintaining client accounts or to evolve in managing a client portfolio in accounting expertise under the supervision of a seasoned accounting associate and/or a mission manager.

### Requirements:

- Holder of a **Bac +2 degree** such as BTS in **Accounting and Management** or **DUT in Management of Business Administration**, you have previous similar experience.
- You are adept at working in a team (interacting between different offices of the firm in the Paris region, London, and Porto).
- **French speaker** with proficiency in **Portuguese and/or English**.

### Benefits:

- Compensation and meal allowance (€7 per day)
- Health insurance
- 50% transport card reimbursement
- Parking
- regular internal events
- internal mobility within France and abroad possible!
- Work with an experienced and high-quality team
- Career development and progression opportunities
- Stimulating and professional work environment

Join a young and dynamic team!

### Locations:

Paris

### Who's Effigest:

Accounting firm that operates in several areas and works with companies, SMEs and startups, from various sectors of activity. This provides a global and specialized vision close to the clients. Currently, our client has over 70 employees, present in 5 European offices: St-Germain-en-Laye and Paris (France); in London (England), in Lisbon and Porto (Portugal).

## Education & Experience

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### Must Have

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## **Educational Requirements**

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Bac +2 degree

## **Compensation & Other Benefits**

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Compensation and meal allowance (€7 per day) - Health insurance - 50% transport card reimbursement