

Career Opportunity

Centralis Group is a market leading outsourced corporate services provider. Founded in 2006, Centralis is headquartered in Luxembourg with offices in Ireland, Hungary, Switzerland, The Netherlands, the UK, the USA, Barbados, Cayman Islands, Uruguay and Canada.

Today, Centralis employs over 165 highly experienced, multilingual professionals across all our jurisdictions. Our team has been selected from a diverse background, focusing on financial, investment and legal professionals with an exemplary client services track record. With such a wealth of international experience, we are able to deliver a bespoke suite of corporate, treasury and administrative services to our clients.

Client Services Senior Accountant (m/f)

We are currently recruiting a **Client Services Specialist** for our Budapest office. The successful candidate will demonstrate an eagerness to learn and have a flexible approach to their work.

Within a team, you will have the following responsibilities:

- Handle day-to-day operations of client companies
- Liaising with clients, auditors, banks etc.
- Bookkeeping and reconciliation of the accounts
- Administration and preparation of financial statements as well as consolidated accounts
- Preparation of management reporting
- Preparation of corporate tax and VAT returns
- Providing assistance during Tax Authority audits
- Preparation of corporate/legal documents (Annual General Meetings, Board Meetings included)

Your skills:

- Hungarian Chartered Accountant degree
- Minimum 3 years professional experience in accounting in domiciliation of companies or Big4
- Strong and up to date knowledge of Hungarian accounting rules
- General knowledge in business law
- Excellent oral and written communication skills in business English and Hungarian
- Experience of Microsoft Office (Word, Excel, Outlook) and accounting software
- Capable of building constructive and effective relationships
- Quick learner when facing new problems, you are open to change
- Team spirit, flexibility and innovative & positive thinking mind-set
- Strong organizational skills, proactive attitude
- Strong motivation to work in a quickly growing, dynamic and challenging environment

What we offer:

At Centralis, we work in a dynamic, human-size, multi-cultural environment. We attach great importance to the personal fulfilment and professional development of our employees. We offer you an interesting and rewarding job, an attractive salary package and a number of benefits, including training support and flexibility.

Please send your application letter, together with your curriculum vitae, in English, by email to jobs@centralis.lu

For further information about Centralis, visit us at www.centralisgroup.com