

Assistant in the Finance Department Brskovo Mine
Mojkovac, Crna Gora

We are currently looking for an **Assistant** to join and support our Finance team and to assist in day-to-day operations, as well as data collection and project activities implementations.

The tasks include the realization of all financial and administrative duties required for the efficient functioning of the organization in accordance with the legal framework.

Job Title: Assistant in the Finance Department - full time
Department: Finance Department
Reports To: Finance Manager

Key duties and responsibilities will include:

- Checking the correctness of invoices and compliance with contracts before submitting them for approval for payment according to the established procedure
- Keeping track of the terms and conditions of payment to suppliers, as well as the duration of contracts
- Communication with suppliers in order to perform work smoothly
- Management of internal forms, tables and reports in accordance with the superior's instructions
- Participation in the preparation of financial, tax and other reports
- Creating smaller contracts, variations and purchase orders as needed
- Use of financial software for entering purchase orders, invoices and reporting
- Archiving and keeping documentation (hard and soft copies)
- Updating the database including tracking correspondence and documents according to the established procedure
- Active participation in the day-to-day activities of the finance sector in accordance with the nature of the work performed, and at the request of the superior
- Work and coordinate with other departments to ensure that the responsible job of the department meets target and goals.

Code of Conduct:

- Maintains and ensures confidentiality at all times
- Willingness for teamwork and constant improvement
- Good organization and sense of responsibility
- Motivation and willingness to take the initiative
- Ability to complete tasks under deadlines and under pressure (good prioritization)
- Orientation towards achieving results and solving problems

Requirements for the role:

- Preferred but not mandatory - completed Faculty of Economics or a related field
- 2 years of experience in a related field (not essential)
- Mandatory command of Microsoft Office package
- Excellent command of Excel
- Fluency in Montenegrin and English (spoken and written)

Successful candidate must also be proactive, thorough and able to meet deadlines. He/she needs to communicate effectively, demonstrate a team player attitude, courtesy and professionalism at all times.