

Reference number: CVO-587899-LT Published: 14/05/2015



Business Sweden

ACCOUNTING SPECIALISTS

Our client, one of the largest independent, customer-owned banking and insurance groups in the Nordic region, is establishing an operations centre in Vilnius. This operations centre is now looking for specialists for accounting teams. You will be offered an exciting and stimulating position in a growing company.

What do we expect from you as a specialist of an accounting team?

You will manage invoices and insurance premiums. You will work in and contribute to a positive Swedish work environment. You will identify areas of improvement, obtain an in-depth understanding of the processes you are responsible for and contribute to the success of your team and the company.

Daily tasks include taking care of incoming insurance premiums, placing them on the right insurance products and conducting investigations in order to place the premiums correctly. Furthermore, you will provide invoice processing services, which comprises of payments, reconciliations and the monitoring of care provider invoices. Other tasks include taking care of any differences that arise due to inaccurate documentation, incorrect payments, cancelled insurances, etc.

You will work with the customer service units in Sweden, but also other parts of the organization. While customer service will have main customer contact, you will communicate with other external parties, for example postal and banking

Who are we looking for?

You have a higher academic degree, for instance a Bachelor of Business and Administration and/or Economics and/or Finance. You have at least two years of practical experience in financial accounting and reporting. It is advantageous if you have experience in customer service and/or insurance administration and/or banking and insurance.

As a person, you are responsible, thorough, structured, and service-minded. You have an ambition to get things done and achieve your goals with the customer always in mind. You are accustomed to working with deadlines, solution focused and able to make quick and accurate decisions under stress. You thrive in group work and strive to develop yourself and others. As the Company is clearly governed by high standards of Company values and expect close adherence to the Code of Conduct, you will be able to show that you behave in a way that emphasizes the importance of ethical behaviour in interaction and dialogue with colleagues and customers.

You speak fluent English and must be willing to learn Swedish in a short time frame, since the working language will be Swedish. It would be an advantage if you already have at least limited working Swedish, Danish or Norwegian language proficiency.

Does this describe you?

If so, please send your application together with a personal cover letter and your CV as soon as possible, although to arrive no later than 1st of June 2015 to litauen@business-sweden.se with a subject line "Accounting specialist".

Your application will be handled confidentially by Business Sweden and Client representatives.

If you have any questions about the position or the recruitment process, please contact Business Sweden at litauen@business-sweden.se.

Working time Full-time work

Location Vilnius

Contact information:

Contact person

E-mail litauen@business-sweden.se

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Please note the reference number of the job ad in your application.

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Deadline for applying:

01. June 2015