



We are looking for:

Accountant (m/f)

Workplace: Kraków | Department: Reporting and Controlling

Capita is a leading business services provider with around 70,000 employees, operating in the UK, Europe, India and South Africa. Capita Polska supports clients across a range of sectors, including education, transport, health, life and pensions, insurance, and other private and public sector organisations. Recognized as most dynamically developing BPO in Poland, awarded by Outsourcing Stars and CEE Awards.

We are currently looking for talented individuals to grow with our team as:

Accountant (Reporting and Controlling team) (m/f)

The primary purpose of this job is financial reporting of selected trading companies used as principal input into Group Boarding reporting. As an accountant, you will become a member of a dynamic and multi-cultural team and will be exposed to cross-departmental collaboration in a quickly evolving environment. You will have an opportunity to embrace a wide area of business operations, expand practical financial knowledge and strengthen analytical skills. The role gives a great opportunity to develop knowledge and practical skills on a career path to more senior positions in finance.

Responsibilities in assigned entities:

- Production and submission of monthly reporting packs according to a strict deadline
- Production of a monthly cash flow statement for submission along with the monthly reporting pack
- Review and analysis of the balance sheet accounts (collation and query resolution)
- Production of the year end reporting packs, the companies' audit files and dealing efficiently with audit queries
- Month-end accounting for centrally managed tasks
- Fixed and intangible assets accounting and register maintenance on SAP
- Prepayments and deferred income accounting (calculate and perform general ledger bookings)
- Identifying and providing a solution to common general finance issues
- Cooperation with business contacts

Requirements:

- Fluency in English
- Strong Excel and analytical skills
- University degree in Finance & Accounting or equivalent education
- High level of attention to detail and accuracy
- Team player with genuine enthusiasm to make a contribution to the company and staff
- Able to manage own workload and prioritise effectively
- Able to work to and meet deadlines
- Strong customer service and quality focus
- SAP experience

What we can offer you:

- True work-life balance (8-hour workday with a 30-minute lunch break included)
- Great atmosphere
- Work place in the city centre at Lubicz 23 – about 2,500 paces from the main square
- Diversity - we support a wide variety of industries, customers, projects and geographies - thus, you have many options to choose from
- Access to free in-house English classes, with our dedicated English Trainer
- Social activities after work – you can find something for yourself
- Opportunity to become one of the internal Trainers
- A multinational environment, with strong ties to UK business culture
- LuxMed medical healthcare
- Multisport Plus or Classic and MultiKafeteria benefit systems
- Free Fruit Mondays

If this sounds like you then apply [\[HERE\]](#)

Please make sure your CV contains one of the following clauses:

It is noted that the basis for the processing of your personal data in this recruitment process is your voluntary consent. For these reasons we would like to ask you to append the following consent clause to your application documents:

- I hereby freely and consciously give my consent to the processing of my personal information by Capita (Polska) Sp. z o.o. with its registered seat at ul. Lubicz 23, 31-503 Kraków, as a data controller for the purpose of recruitment to the position of **Accountant (m/f)** for a period of 6 months from the date of sending my CV. I am aware of the possibility to withdraw my consent at any time and that the withdrawal does not affect the legitimacy of the processing that was conducted prior to the withdrawal.

Moreover, it is noted that in case of your wish to participate in future recruitment processes, it is compulsory to additionally append the following consent clause to your application documents:

- I hereby give my consent to the processing of my personal information by Capita (Polska) Sp. z o.o. with its registered seat at ul. Lubicz 23, 31-503 Kraków, as a data controller for the purpose of future recruitment processes for a period of 12 months from the date of sending my CV. I am aware of the possibility to withdraw my consent at any time and that the withdrawal does not affect the legitimacy of the processing that was conducted prior to the withdrawal.

Good luck!