

## Job Vacancy

**Category:**

Accounting and Administration (Full time)

**Workplace:**

Vienna International Airport

**Start date:**

01.04.2024 (negotiable)

**Task:**

- General accounting;
- Review and entry of incoming invoices, travel expenses and cash management;
- Preparation and execution of payments;
- Execution and evaluation of monthly financial statements as well as preparation of various analyses;
- Correspondence with suppliers and service providers;
- General administrative activities.

**Requirements:**

- Accounting experience;
- High level of commitment, flexibility and good communication abilities;
- Independent and conscientious work;
- Mathematical and reasoning skills;
- Knowledge of Microsoft Office applications;
- Good communication skills in both German and English;
- SAP R/3 experience would be of advantage;
- Must hold a valid work permit for Austria.

**We offer:**

We offer an interesting position and challenging work within a dynamic team in one of the biggest and most renowned international airline in the world.

**Salary**

Based on the collective agreement for foreign airlines. At least EUR 2.400,- gross per month. Negotiable depending on experience and performance.

**Application:**

To express your interest in the current vacancy, please send your complete application in English via email quoting //Application Accounting VIE// to: [hr.austria@ana.co.jp](mailto:hr.austria@ana.co.jp)

Only applications sent via email and received by **25 February 2024** can be considered. Following the screening of the application documents, we will inform only to successful candidate by 31 March 2024. Any expenses incurred in connection with your application (such as travel expenses) will not be compensated.

Please note that the maximum size of your email shall not exceed 5 MB.