



PLAZA CENTERS SERBIA

is recruiting

Become a part of the most experienced developers team
in Central Eastern Europe

Position: Finance Assistant

Plaza Centers is continuing its works on the development of the shopping center KRAGUJEVAC PLAZA, a demanding construction project which will become a symbol of the region. The recruiting of the site management team is in progress. If you are motivated by responsibility that this position carries, and you have the necessary knowledge and skills, you are invited to apply for this position.

Key Responsibilities

- Financial verification of documents (invoices, contracts, etc.)
- Dealing with tax issues and tax calculations
- Preparation of invoices for significant amount of clients in several companies
- Preparation of division of common costs between tenants in several companies
- Control, filing, and follow-up of financial documentation
- Establishing a daily contact with the Company's banks
- Preparation of documentation for bookkeeping and daily contact with the bookkeeper
- Controlling of accuracy of the Company's financial documents and amendments of all the Company's data and corporation details
- control of all financial movements
- control of all due payments and already paid invoices
- control of cash registry
- Other job activities, as requested by the nature of his/her position, and in line with the Employer's instructions.

Essential Functions

- Daily and Weekly reporting to direct supervisor
- assist accountants with everyday tasks such as billing, forwarding mail or filing invoices and other important documents
- Disbursement of domestic and foreign payments

Required Skills

- 2-4 years experience working in finance department in a big firm.
- College level in economic faculty , major in finance is an advantage
- Accounts Receivable knowledge/experience a plus
- Strong attention to detail, goal oriented
- Excellent written and verbal communication abilities in both English and Serbian
- Ability to perform many office-related tasks at the same time and possess keen communication skills.
- Highly organized worker with a knowledge of filing.
- Advance skills in office programs (mainly excel)
- strong work ethic and a willingness to learn
- Knowledge in facility management program (Ion Solutions) and HF formula– Advantage

You can send your CV in English to financejob@plazacenters.rs , stating which work position you are applying for. Only short-listed candidates will be contacted



- Quoted on the London and Warsaw stock exchange
- Full time operation in 9 countries Hungary, Poland, Czech Republic, Greece, Bulgaria, Serbia, Latvia, Romania and India
- Currently have 3 developments in Serbia
- A pioneer in its field completing 29 shopping malls, with an additional 33 projects in development
- One of the most experienced developers of western style shopping and entertainment centers in the emerging markets
- Biggest portfolio of completed projects in Central and Eastern Europe

www.plazacenters.com