

Accounting Assistant position at TMF Group

About TMF

TMF Group is a leading global provider of high-value business services to clients operating and investing globally. We focus on providing specialized and business-critical financial and administrative services that enable our clients to operate their corporate structures, finance vehicles and investment funds in different geographical locations.

Our core services can help companies of all sizes with HR and payroll, accounting and tax, corporate secretarial, international corporate structuring, fund administration and structured finance – whether a company wants to globalize, or whether they need support to streamline existing operations.

With operations in more than 85 countries, TMF Group is the global expert that understands local needs.

About the role

As the Accounting assistant you will support the Accounting and Tax team on a day-to-day basis, with a portfolio of corporate clients for whom TMF provides accounting services.

Your responsibilities will include but will not be limited to:

- Ensures the accounting department's administrative work;
- Helps in the processing of payments, billing based on internal rules, checks their accuracy and completeness;
- Bank account administration: tracking of balances, preparation and execution of payments, follow-up on payments;
- Records invoices, prepares documents for the approval process;
- Charges the bank, cash register, invoices, business trips based on internal rules

About you

If you want to build a professional career in accounting field within an international environment, we want to hear from you!

Ideally you are meeting following hiring criteria:

- Student or you obtained a Bachelor Degree preferably in Accounting / Economy;
- Familiarity with basic accounting principles;
- Professional manner and strong ethical code;
- Excellent computer skills;
- Good English language knowledge;

- Readiness to meet deadlines

What's in it for you

- Work with colleagues and clients around the world on interesting and challenging work;
- We provide internal career opportunities so you can take your career further within TMF;
- Continuous development is supported through global learning opportunities from the TMF Business Academy;
- You'll be helping us to make the world a simpler place to do business for our clients;
- Through our corporate social responsibility programme, you'll also be making a difference in the communities where we work;
- Strong feedback culture to help build an engaging workplace;
- Our inclusive work environment allows you to work from our offices around the world, as well as from home, helping you find the right work-life balance to perform at your best.

Interested in hearing more? Please do not hesitate and get in touch with us via email:

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