

## **JOB DESCRIPTION: Accountant Analyst**

**Location:** *Torino Campus (WINS and JCollege)*

**Reports to:** *Solid Line: Campus Director*  
*Dotted Line: Head of People & Culture*

**Directs Reports:** *None*

### **Job Summary:**

*The purpose of the job is to manage Accountancy-related activities for the Campus in Torino.*

*The position will support the Campus Director and the Head of People & Culture in accounting and reporting procedures and in the month-end closing.*

### **Responsibilities:**

- Managing accounts, receivable invoicing, and checking payable accounts
- Managing and checking external accountants' activities
- Proactively engaging in solving issues related to invoicing and Bank reconciliations
- Managing a general ledger
- Producing monthly checks and Reporting tools
- Assuring the correct workflow in order to manage the pay-roll process correctly with the supervision of the outsourced pay-roll company
- Managing and checking Teachers attendance
- Purchasing Order Control and Signature Authorisation Control
- Managing suppliers and suppliers' invoicing
- Respecting and checking corporate policies

**Education/Qualifications:** Minimum: Diploma (Accountancy - Ragioneria)  
Preferred: Bachelor's Degree

### **Experience:**



- At least 3 years of accountancy
- Sound experience in dealing autonomously and effectively with Accountant issues
- Exposure to the discipline of the standard reporting, planning and accountant processes

**Skills & Competences:**

- Attitude to be involved in business matters, excellent problem-solving skills
- Nice to have knowledge of SAP or any other ERP and Accounting Tools
- Very good team-player
- Fluent in Italian and English

Job description created on 13/11/18