



Etex Shared Service Center Lithuania is seeking for a part time Internal Controller for Expenses

We aim to identify operational and financial risks to the company and establish proper controls to mitigate these risks. Further, we animate these controls throughout the different regions and departments of the company, and follow-up on the implementation of these controls.

Key responsibilities:

- Perform reviews of expense reports submitted by employees to ensure compliance with company policies, procedures, and applicable regulations.
- Perform review on lost receipts, duplicate expenses, personal expenses and liaise with employees.
- Liaise with employees at various levels to address inquiries, provide guidance, and resolve issues related to expense reporting and compliance.
- Evaluate the effectiveness of existing controls and recommend improvements to enhance efficiency, accuracy, and compliance.
- To generate and follow up on reports summarizing timeliness of submission and approval, compliance rates, exceptions, potential cost-saving opportunities and other ad-hoc requests.
- Collaborate with cross-functional teams, such as Finance, Human Resources, Internal Control and Audit, to ensure alignment and coordination in expense-related matters.
- Report on queries from Senior Management with regards to Concur expense reporting.
- Support external audits and provide requested documentation and information related to expense controls and compliance.

Skills and attributes for success:

- Bachelor's degree or last courses student in Accounting, Finance or a related field.
- Basic knowledge of accounting principles, regulations.
- Analytical and problem-solving mindset, with the ability to identify errors, patterns, and trends.
- Strong interest in Risks and Internal Controls, as well as in process improvements.
- Professional level of English required, knowledge of any other European language is a plus.
- Strong ability to communicate, both in written and verbally.
- Microsoft Excel & Power Point knowledge.
- Concur experience is an advantage.
- SAP experience is an advantage.

Salary: 900-1500 €/mon. gross.

The specific salary depends on the candidate's work experience, skills, competencies.



Benefits proposed:

- Professional team to work with in an international environment and multi-cultural business, exploiting modern working methods and tools.
- Clear and honest Performance evaluation
- Private Health insurance
- Additional annual leave days (after 1 year)
- Ability to work flexible hours.
- Hybrid work possibility: at least half of working days should be performed from the office according to the policy which is the subject to yearly review. Employees permanently residing outside the main office's district, upon hiring, are required to visit at least twice a month.
- Compensation to set up home office.
- Anything needed for your fast development: relevant training courses, books, and workshops.
- Workation – 1-2 months from any EU country per year.
- Parking/transportation compensation
- Team building budget / Summer & Winter parties / Other social events.

Good luck with your application!

Our Teammates mean the world to us, they enable us to Inspire Ways of Living. If this role appeals to you, send your CV to the contact below and discover how a career at Etex will help you learn, grow and lead. We look forward to hearing from you.

We will contact and inform about the results only these candidates who will pass the initial selection.