



## Job opening / Lowongan kerja

Job ID: Job ID: FA-201505001

### Your profile: Finance and Accounting Executive

As a Finance and Accounting Executive you are skilled in accounting and finance topics with experience in service or consulting business. You have a **in-depth understanding of accounting procedures and bookkeeping and you have basic knowledge in tax compliance and calculation**. In your role you will be responsible for the **operative accounting** works such as **bookkeeping, administration of petty cash, payment tracking, monthly reconciliations, invoicing, preparation of financial statements, preparation of monthly tax reporting, payroll administration and reporting**. You will be directly reporting to the CFO. You are highly reliable and have in-depth understanding of the importance corporate finance. We offer you an interesting position in a multinational operating company with the carrier and development potential within our international group of companies.

Location: Indonesia – Lombok NTB

Education Level: D3 / S1

Working Experience: minimum 32 years

Nationality: Indonesian

Starting: August 2015

Age: 23 - 28

### Professional Requirements:

- Associates or bachelor degree in accounting, finance or tax
- Founded knowledge Indonesian general accounting principles
- Knowledge in tax accounting and tax compliance
- Understanding of Internal Audit procedures
- Knowledge in preparing financial statements, balance sheet and P/L
- Minimum of 2 years practical working experience in accounting, finance or tax

### General Requirements:

- Highly reliable and confidential
- High level of accuracy and attention to detail
- Deadline oriented
- General Math Skills
- High degree of self-organization
- Skilled in Office Software (Word, Excel)
- English is a must for this job

### What we offer:

You will work in an international business environment and support our management. We offer a interesting salary package with several social benefits for our team members as well as a dedicated human resource development program for our staff. Our company is a family driven business where we treat each other with respect, politeness and work as team.

**Want to become a member of ISTRO's global family? Send us your application via e-mail to [jobs@istro-indonesia.com](mailto:jobs@istro-indonesia.com)**