

Junior Accountant

Department:
Ecorys Croatia

Location:
Zagreb

Education Level:
University Degree (Bachelor)

Deadline:
02-11-2025

Country:
Croatia

Ecorys is a leading international research and consultancy company addressing society's key challenges. We combine our deep knowledge of the societal challenges and our extensive skills and expertise to make genuine sustainable change happen. We offer the full policy cycle to our clients who are decision makers in the public and third sectors. We advise on the options and consequences of change options. We support clients to implement and communicate change and manage the consequences. Ecorys is a company with strong European roots and international presence. With own offices in 10 countries, we employ over 600 people working alongside external experts and associates in about 200 locations throughout the world.

What you will be doing

Ecorys Croatia is currently seeking a qualified and motivated **Junior Accountant** to join our finance team based in **Zagreb**. This role will be responsible for managing **Accounts Payable (AP)**, **Accounts Receivable (AR)**, and **bank transactions** for Ecorys Croatia, as well as supporting other entities within the wider **Ecorys Group**.

The ideal candidate will have a strong foundation in finance and accounting, with hands-on experience in transactional processes. This position offers an excellent opportunity to contribute to the smooth functioning of the finance department within a dynamic international organisation.

The main activities for the role include but are not limited to:

- Preparation and processing of **Accounts Receivable (AR)** invoices in an accurate and timely manner.
- Monitoring outstanding AR balances and conducting follow-up activities to ensure timely collections.
- Creation and maintenance of accurate **supplier records**, including the setup of new accounts.
- Processing of **Accounts Payable (AP)** invoices, ensuring compliance with internal policies and procedures.
- Preparation and execution of outgoing **payments** in line with established payment schedules.
- Management of **intercompany accounts**, including netting and balancing intercompany positions.
- Recording and reconciliation of **bank statements**, ensuring accuracy of financial data.
- Preparation of **intercompany invoices** in accordance with internal agreements and deadlines.
- Assisting with other tasks as assigned to support the finance function and wider business operations.

What we will need from you:

- Educational background in **Business Economics, Finance, or Accounting**.
- A minimum of **2 years' experience** in a similar finance or accounting role.
- Solid understanding of **accounting processes** and financial control procedures.
- Proficiency in **Microsoft Office** applications, particularly Outlook, Excel, and Word.
- Comfortable with routine **transactional tasks** and data entry.
- Strong written and verbal communication skills, with the ability to engage effectively with suppliers and internal stakeholders.
- Self-motivated and capable of working independently, while also demonstrating sound judgement on when to seek guidance.
- Organised and able to manage workload effectively to meet deadlines.
- Proficiency in **English**, both written and spoken, is essential.
- A **positive, adaptable, and team-oriented** attitude is highly valued.
- Previous experience in an **international business environment** is considered an advantage.
- Familiarity with the **Unit4 ERP system** is a plus.

Ecorys offers its employees a professional, stimulating and learning environment and scope to develop. We are a highly international, socially responsible, and employee-owned organisation. Ecorys has an informal workplace atmosphere. You will generally work in teams alongside professional and enthusiastic colleagues.

We offer you a full position in Zagreb under a Croatian working contract. You will enjoy a good work-life balance and take advantage of our hybrid work policy, which allows for remote work up to 2 days per week.

We encourage interested and qualified candidates to submit their CV and 1-page cover letter in English via our online application form.

If you would like to find out more about this opportunity and our company, please visit our website: <https://www.ecorys.com>