



Job opportunity

Treasury and Finance Specialist

Where will you work

A technological organization with the responsibility to ensure the correct operation and maintenance of the Portuguese Top-level domain, .pt, is hiring a **Treasury and Finance Specialist** for its office in Lisbon.

What you need to be successful

Degree in Accounting, with a minimum of 1 year experience in a similar role

ASS knowledge (Accounting Standardization System)

Tax knowledge

Knowledge in using ERP Primavera

Advanced Excel knowledge and oral and written fluency in English

Strong sense of organization and rigor, proactivity and high sense of responsibility

Your new responsibilities

- Organization, classification and posting of accounting documents;
- Control of contracts and payment to suppliers;
- Ensure the execution of purchasing processes;
- Ensure the control and calculation of eligible expenditure within the scope of investment applications and execution of community funds;
- Invoicing and receiving customers;
- Account and bank reconciliation;
- Control of fixed assets;
- Budget execution control and financial reporting;
- Support the monthly and annual account closure.

What the company can offer you

Integration in a solid, digital and with growth perspectives organization, focused on the use of innovative technologies.

Initial and continuous training.

Integration in a dynamic and motivated team, with a good working environment and a culture of excellence.

Hybrid system and flexible working hours.

A range of other benefits that exist in the organization.

If you have these skills, a positive attitude, a focus on problem-solving and presenting solutions, join our team.

We challenge and inspire our people to go further and bring innovative ideas.

We challenge you to be .PT!

Apply to: recrutamento@pt.pt

In the scope of the General Data Protection Regulation, your identification data, contact, qualifications and professional data will be processed for the purpose of human resources management and will be kept until the end of the recruitment process, after which they will be deleted.

Information on how to use your rights as a data subject is available for consultation in our privacy policy accessible at:

<https://www.pt.pt/en/privacy-policy/>