

We are seeking an Accountant to join our team

Place/form of work: Liepāja, Peldu Street 5

Form of work: In person/remote

Job start time: June, 2023

Employment relationship: For a fixed period of time

Workload: Part time job (0.3). Workload increase expected

Salary and workload: € 540 gross (before tax)

Main responsibilities

To perform the full financial accounting cycle for the foundation "Liepāja 2027 Foundation", to prepare and submit regular accounting reports, financial statements and annual reports to the local and state authorities, partners as required, and to the partners upon request.

Education required

Academic or second-level higher professional education in finance, economics.

Knowledge and skills required

- awareness of the Liepāja as European Capital of Culture 2027 project, its goals and objectives;
- understanding of the culture and project implementation processes - planning and execution, financial and document handling;
- understanding of the public funding cycle in the sector of culture;
- knowledge of accounting and tax legislation;
- knowledge and skills in working with the accounting software Horizon;
- accuracy in the execution of work, diligence and a strong sense of responsibility;
- exceptional command of the Latvian language;
- good command of the spoken English language.

Background experience

Experience as a balance sheet accountant.

Application deadline and procedure for applying

Applicants may submit their application documents by 23:59 hrs on 22 May by sending an e-mail to liepaja2027@liepaja.lv.

Documents to be submitted:

- Curriculum Vitae (CV);
- covering letter (maximum 2 pages), specifying the title of the job for which the person is applying;

- mention at least two persons and their contact details who could, if necessary, provide references for the applicant;
- any other documents the applicant considers necessary.

Processing of your personal data: in order to ensure the recruitment process and the exercise of the rights and obligations arising therefrom.