

Nodibinājums

Nodibinājums Liepāja 2027

Rožu iela 6, Liepāja, LV-3401, reģ.nr. 40008325039, tālr. +371 20 272 277, birojs@liepaja2027.lv, www.liepaja2027.lv

The Foundation "Liepāja 2027 Foundation" WE ARE HIRING

Accounting Officer

Workplace: Liepāja, Dārza iela 4/8

Form of Work: In-person

Start Date: February, 2025

Workload: Full-time, Indefinite contract (until the end of 2027)

Full-time salary: EUR 1800 before tax

Main Responsibilities

The Accounting Officer will be responsible for performing daily accounting tasks, verifying and preparing contracts and invoices for payment, and contributing to the preparation and monitoring of the organisation's budget. This includes overseeing the planning and execution of a three-year budget, reviewing and following up on activity estimates, assisting in the preparation of financial statements, and preparing and submitting required reports to relevant authorities.

Required Education

An academic degree or second level higher professional qualification in finance, economics.

Proven expertise as a balance sheet accountant.

Required Knowledge and Skills:

- Familiarity with the cultural and project implementation processes, including financial and document management.
- Knowledge of the public funding cycle in the cultural sector.
- Proficiency in accounting and tax legislation.
- Advanced skills in the accounting software Horizon.
- High accuracy, diligence, and a strong sense of responsibility.
- Excellent command of the Latvian language.

Required Experience:

- At least 3 years' previous experience as a balance sheet accountant

Application Deadline and Procedure:

Applications must be submitted by 12 January 2025 at 23:59 via email to birojs@liepaja2027.lv. The following documents are required:

- A detailed curriculum vitae (CV).
- A cover letter (maximum 2 pages), specifying the position being applied for.

- Contact details of at least two referees who can provide professional references.
- Any additional documents the applicant deems relevant.

Data Protection:

Personal data will be processed solely for the recruitment process and related legal purposes.