

## BondStone

Accountant trainee

Lisbon

(m\f)

A real estate private equity firm is recruiting an intern for the accounting department reporting directly to the Head of Accounting.

This professional will be responsible for helping the Head of Accounting in handling all the accounting, tax filing, treasury and payroll activities for the group, including:

- Preparation and analysis of monthly and annual financial statements (Income Statement, Balance Sheet and Cash-flow statement) for each of the companies within the group;
- Operational payment and treasury management;
- Assure monthly accounting closing and compliance with tax obligations, namely calculation, preparation and filing of all relevant tax and statutory reports and forms (namely M22, IES, Intrastat, DP IVA, IMI, IMT, IUC, GEP, RU, DMR, M30, SAFT, fundos compensação, TSU, IRC, IRS);
- Payroll management;
- Produce necessary invoices and assure collection;
- Support in reporting to investors;
- Control of bank balances and checking accounts of customers and suppliers;
- Support for administrative activities.

### Skills and Requirements

- University Degree (“licenciatura” or “mestrado”) in accounting
- Outstanding understanding of accounting principles and the dynamics between P&L, Balance Sheet and Cash Flow
- Strong knowledge of financial accounting concepts, accounting principles, intercompany transactions
- Strong quantitative analysis skillset, with the ability to read, analyse, interpret and explain complex financial data
- Solid MS Office skills (especially Excel)
- Good spoken and written English (ideal)
- Interest in the Real Estate business
- Outstanding sense of responsibility, rigor and attention to detail
- Analytical, reasoning, organizational and communication skills. Dynamism, proactivity and work pace
- Good interpersonal relationship, willingness to work as a team

Applications: [mario.pinho@bondstone.com](mailto:mario.pinho@bondstone.com)