

Biomapas is a functional and full outsourcing solution provider to the global life science industry, with key expertise in Clinical Trials, Regulatory Affairs and Pharmacovigilance. With headquarter in Lithuania and offices in Switzerland, Russia, Georgia, Ukraine and Sweden, Biomapas operations are spread over 4 continents, concentrated in Europe, Russia and former CIS region.

Biomapas is looking for attentive to details and accuracy **Accountant** to support our Finance department and growing team in Kaunas.

Key role responsibilities include but not limited to:

- Payroll accounting.
- Purchase documents management.
- Accounting fixed assets.
- Accounting and execution of banking operations.
- Preparation and submission of finance and taxes reports.
- Support to Chief Accountant in order to ensure proper management of company accounting procedures and its implementation.
- Collaboration with colleagues and work with financial processes improvement and additional assignments, required from management.

Key role requirements:

- University degree in Finance or Accounting.
- At least 3-4 years of experience in Accounting.
- Fluent English.
- Strong computer literacy, especially with MS Excel.
- Ability to manage multiple concurrent tasks.
- Ability to prioritize workload in narrow time frames.
- Flexible to handle unexpected daily challenges.
- Russian knowledge, working with Navision and experience in service provider's company would be an advantage.

For more detailed information please do not hesitate to contact by telephone +370 37 366307.

If you are willing to apply for this position, please submit your CV to personalas@biomapas.eu.

Thank you for attention! Kindly inform that only selected candidates will be contacted.