

**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. The company has significant presence across the Europe and CIS countries thereby offering fast and reliable patient recruitment for Phase I-IV clinical trials, while regulatory and pharmacovigilance services are provided across 5 continents.

Biomapas is looking for a new Finance team member – **Accountant**. The role is perfect for those who expect to face a true international business environment and is keen to learn and develop professional skills. We expect you to be attentive to details and accuracy. Position is in Kaunas.

**Key role responsibilities including but not limited to:**

- Payroll accounting.
- Purchase documents management.
- Accounting of 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.
- 1-3 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.
- Professional use of Russian language, work with Navision and experience in service provider's company would be an advantage.

In Biomapas Finance team you will find supportive work environment with guarantee for professional development, as well as competitive salary and benefits and many more initiatives that will make your daily office life comfortable.

In case you would like to get more information – please do not hesitate to contact us by e-mail [hr@biomapas.eu](mailto:hr@biomapas.eu) or call directly to HR and Training Manager Raimonda Klimiene +370 698 15736.

Thank you.