

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 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;
- 2-3 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;
- 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 **Raimonda Klimienė**, HR and Training manager by telephone **+370 69 815 736**.

Please apply to [**HR@biomapas.com**](mailto:HR@biomapas.com)

Will be waiting for your applications!

Be kindly informed that only selected candidates will be contacted.