



MOL România Petroleum Products  
MEMBER OF MOL GROUP

MOL Group is present in Romania since 1993, having complex local operations in fuel Retail and Wholesale, Petchem, Lubricants, LPG and Bitumen.

Are you interested in dealing with the unique and strategic Finance challenges of the 21st century in a professionally challenging and growth nurturing business environment? MOL Romania is on the hunt for our new colleague who will hold the position of **Back Office Clerk-Intern**, in our Finance team.

### **Tasks and responsibilities**

- Transactional accounting tasks, document control, reconciliation of booking figures, archiving and communication with internal & external partners related to any tasks required in MOL Romania' Finance Back Office activities. (Non-exhaustive list: supplier invoices, cash & bank, AP / AR, fixed assets, stock, shipment cost, document control);
- Collaboration with specific departments for vendor/customer and other master data maintenance;
- Calculating, entering, reversing and following up accruals, provisions, write-offs and impairments;
- Carries out taxation related tasks (calculation, collection of data, reconciliation of accounts, entering transactions and payments);
- Provides support during internal and external audits.

### **Requirements**

- Good communication skills;
- Analyzing and problem solving;
- Critical thinking and attention to details;
- Open for continuous learning and development;
- Good Excel knowledge (Access is an advantage);
- English (Hungarian is an advantage).

### **The way we work**

At MOL you'll work with us in a fast-paced, international environment. MOL fosters a collaborative work environment focused on people, customers, ownership and agility.

### **Additionally we offer:**

- The possibility to work part-time (6 hours/day), with flexible working hours in line with faculty program
- A friendly and helpful team
- A professionally challenging work environment enabling personal and professional growth
- Our benefits package includes: meal tickets, private medical subscription, significant sports subscription discount

**If you are interested, please apply [here](#).**

**Deadline: 4<sup>th</sup> of June**