

## Open call for Financial Manager

Dear prospect,

YeYe Agency is founded in 2012 in Bratislava+Prague by an AIESEC Alumni from Turkey. YeYe Agency is a business development company helping foreign companies to expand into CZ+SK. Providing financial management and bookkeeping services is a part of its services portfolio.

Therefore the agency is looking for a part time or full time junior finance manager role who will be responsible from many different foreign companies/investors.

### Job Description for Financial Manager

1. Managing and bookkeeping for Yeye sro (mother company)
  - a. Updating cash flow table
  - b. Following the incoming & outgoing invoices (income - expenses)
  - c. Arranging tax payments
  - d. Managing the communication with the company's official accountant
2. Managing the bookkeeping for other companies operating under the mother company. Following up the inter-company payments and with the mother company. Currently there are 8 companies under the mother company operating in different industries such as transportation, media, design, trade, e-learning...etc
3. Organizing monthly closing of all companies
4. Forecasting and reporting

### Required Skills

- Advanced financial knowledge
- Being proficient in Czech & English
- Knowledge of Czech accounting system

### Benefits

- Transportation Card
- GSM Sim Card
- International Business Culture & Network
- Chance of practicing your academic / theoretical knowledge
- On the job training