

Financial Assistant

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Company: Watson-Marlow

Location: Cali

Category: office-and-administrative-support

Financial Assistant

Location: WMFTS - Colombia Benefits: Enhanced Carer/Paternity Leave, Additional Holiday, EAP and more

Website:

Group:

We're currently seeking a Financial Assistant to join us. You'll join a dynamic team of engineers, sales people, marketers, administrators, designers, assemblers, chemists, web developers, accountants, analysts, programmers and many more. Globally we are united by our shared values that drive our culture. We want to be an employer where you make our difference.

At WatsonMarlow Fluid Technology Solutions you face different challenges every single day. You are empowered to dream bigger and work smarter. You have time to live your life outside of your job.

We offer a full induction with training and ongoing support for all our systems and products. Along with this you'll gain access to SSE academy where you can upskill and develop at your own pace.

Watson Marlow Fluid Technology Solutions is an SSE PLC Group company (SSE (London Stock Exchange - FTSE 50) is a manufacturer of engineered solutions, employing 8500 people across 130+ operating units globally. We offer a range of fluid handling solutions across the biotech and industrial markets.

This role will focus on:

As a financial assistant, you will be in charge of developing activities that are related to accounting tasks which include: Purchases, sales, salaries, payment of services, depreciations, etc. Additionally, you will be empowered to follow strict stock control, portfolio management, bank reconciliations, projection of financial statements and accounting/financial reports, the preparation and projection of tax returns and the different reports for state control entities, and any other activity-related to the accounting aspect subject to the authorization of the Financial assistant is critical for the operation since they must work closely with the Financial Controller and work as a team to meet the Financial Targets of the company.

What you'll be doing

As Financial Assistant you will be in charge of leading the following tasks and activities:

- Request for RETEIVA/Retefuente Certificates
- Sending withholding certificates for suppliers
- Daily registration of cash receipts
- Activation process of fixed assets and monthly depreciation
- Creation of suppliers in our ERP
- Accounting for supplier invoices
- Acknowledgments of acceptance and receipt of supplier invoices in Facele
- Expense receipts elaboration
- Registration of bank charges
- Accounting for expense reimbursements
- Portfolio monitoring and management
- G3 documentary support (internal control support)
- Other accounting activities assigned by the Controller

To be successful in this role, you will need:

Studies: Student in the last semesters of Public Accounting or Accounting Technician/Technologist.

Knowledge/Qualifications: Administration, Financial, Accounting, Financial regulations, IFRS, Taxes and withholdings, Payroll Settlement, Use of Microsoft tools (Word, Excel, PowerPoint).

Required Skills: Flexibility, Integrity, Sense of belonging, Commitment, Honesty, Analytical thinking, Conceptual thinking, Recursion, Achievement orientation, self - Initiative, Teamwork, focus in order and quality and strong customer focus (internal and external).

As a growing and ambitious organization with a presence in over 60 global locations and across multiple markets, we can offer you the working environment and support needed to be successful. We are committed to achieving workforce diversity and creating an inclusive working environment. We welcome all applications irrespective of social and cultural background, age, gender, disability, sexual orientation, or religious belief.

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