



MEMBER OF MOL GROUP

S.C. MOL România Petroleum Products S.R.L.  
București 014134, Sect. 1, Str. Daniel Danielopolu nr. 4-6, Et. 2, Tel: +40 21 204 85 00, Fax: +40 21 232 09 48  
Cluj-Napoca 400604, Bd. 21 Decembrie 1989 nr. 77, Et. 1, Camera C.1.1, Tel: +40 264 40 76 00, Fax: +40 264 59 48 52  
Nr. înregistrare la Oficiul Registrului Comerțului J12/729/2000, Cod de înregistrare fiscală CUI: RO7745470  
www.molromania.ro

**MOL Group** is an independent and international oil and gas company active in over 40 countries with a dynamic international workforce of 26,000 people and a track record of more than 100 years in the industry. MOL Group is present in Romania since 1993, having complex local operations in fuel retail and wholesale, Petchem, Lubricants and LPG.

Are you interested in dealing with the unique and strategic Finance challenges of the 21<sup>st</sup> 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**, in our Finance team.

**Join our dynamic team who is responsible of:**

- Covers all related tasks and responsibilities (including the completion of statutory reports, reports to Authorities and the coordination of internal and external audits);
- Coordinates the alignment and enforces the timeline and actions to be performed by other units of the Company and the Group in order to achieve an accurate, efficient and timely execution of the Finance Back Office activities;

**Your manager** will be **Velinca Ciuciu** who is our Chief Accountant and has grown professionally and personally in MOL since 2013. **The position is located in Cluj-Napoca.**

**As a Back Office Clerk you will be responsible for the following tasks:**

- Transactional accounting tasks, document control, reconciliation of booking figures, archiving and communication with internal & external partners related to any tasks required in MOL Romania's Finance Back Office activities. (Non-exhaustive list: supplier invoices, cash & bank, AP / AR, fixed assets, stock, shipment cost, document control);
- Coordinating with MSC on vendor / customer and other master data processing
- 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);



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- Provides support during internal and external audits;
- Ensures full compliancy with internal procedures and external requirements while carrying out her / his tasks;
- Executes his / her tasks in a timely manner, reliably and accurately, respects deadlines for the allocated tasks;
- Depending on the actual needs, the stream she or he is working for is defined by Back Office Manager;
- Follows the established procedures of the stream and the instructions of the Stream Leader.

## Requirements

### To be successful in the role, you should have:

- High school studies in economic / finance / accounting / IT / commercial area;
- Excel knowledge (functions, tables, pivot table, filtering);
- Knowledge of MS Windows, MS Office applications;
- SAP knowledge represents an advantage;
- Fluent English, Hungarian represents an advantage;
- Good problem solving skills;
- Good communication and presentation skills;
- Learning agility;
- Team player.

### 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:

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, office massage
- Refreshments and fruits on the house

**Application deadline: 8<sup>th</sup> of June 2018**

**Applications will be sent to:** [careers@molromania.ro](mailto:careers@molromania.ro), contact person **Kinga Elekes** (kelekes@molromania.ro)