

Group Accountant

We are a pharmaceutical company, and the next generation partner to pharma, biotech, and healthcare. We bring medicines to patients through clinical trial services, early access programs and commercialization of products. We recognize that investing in talented people creates value for our customers, our employees, our suppliers and the communities in which we live and work. Our success is based on the motivation, dedication and performance of our people. We strive to go the extra mile and achieve excellence in all our services.

We are hiring for the position of **Group Accountant (m/f/d) (ger.: Konzernbuchhalter)** to be based in our offices in **Berlin**, for immediate start.

You will be supporting delivering statutory accounts and group consolidation, timely delivery of books and records, support on group and statutory audits as well as providing accounting support to Finance team members. You will be reporting the Director of Accounting and Tax.

Responsibilities include, but are not limited to:

Maintain accounting responsibility for Inceptua Inc. (US)

- Perform every-day accounting
- Book incoming and outgoing invoices
- Reconcile payments and banks
- Book credit card and out-of-pocket expenses
- Prepare and provide information to BDO for various monthly/quarterly tax filings, including annual tax returns

Oversight of the main accounting and period-close processes

- Monthly hard-close
- Collecting the data from subsidiaries
- Making sure that data are consistent and in-line with minimum requirements
- Making sure that the data are stored properly
- Oversight of accruals, provisions, periodic entries

Support for ERP implementation

- Participation in implementation of key accounting functions (AR/AP/GL related)
- Support in entity roll-outs

Other

- Communicate with Project Management team, office management and rest of Finance Team to conduct routine accounting work

- Responsibility for preparation of group monthly and yearly closure
- Provide data for management accounting and participate in management consolidation
- Support in external financial audits
- Maintain relationship with external accounting providers on a global scale

Your profile:

- You have degree in Finance/Accounting
- You are a qualified accountant with at least 5 years relevant accounting experience, in particular in group consolidation. You previously worked in a global organization
- You have participated, prepared and executed consolidation entries and reports
- You are business fluent in English, and the knowledge of French and/or German would be of advantage
- Experience with MS Dynamics 365 or any ERP would be of advantage but is not a must

This position is full-time. Our company is home to employees from various backgrounds that speak a range of languages.

If you have a forward-thinking attitude and are ready to go the extra mile with us, we look forward to receiving your application.

Please send your application in English, including a covering letter, to recruitment@inceptua.com

Attachments must be in PDF format.