

Junior Accountant

Job offer



AnaPath Research

AnaPath Research is a CRO located in Barcelona with extensive experience conducting preclinical trials for pharmaceutical laboratories, the chemical industry, and other research centers. In our more than 30 years of activity, we have worked with leading pharmaceutical companies as part of various multinationals (RCC, Harlan, and Envigo). In November 2019, AnaPath Services acquired the company and re-launched it under the name AnaPath Research, thus jointly undertaking a new project focused on scientific quality and close relationships with new and existing clients.

With our multidisciplinary team of scientific experts, AnaPath Research covers most fields of preclinical pharmaceutical development and chemical and agri-food safety.

Position

A Junior Accountant is needed to assist with the Finance and HR Departments and general administration.

Responsibilities

- Accounting assistant
 - o Bookkeeping - AR and AP accounting entries
 - o Invoice review both AR and AP
 - o Submission of legally required monthly/quarterly reports
- Cash Management Assistant
 - o Assist preparation of weekly cash flow
- Payroll Accounting and Human Resources
 - o Monthly and quarterly payroll accounting (including adjustments)
 - o Payroll tax report and review
 - o Response related to payroll and HR communication
- General administration
 - o Tasks assigned by the Finance Department and Human Resource Department

Requirements*

Previous experience in accounting or finance: 0-3 years
English: B2 or higher
Knowledge of Spanish Generally Accepted Accounting Principles (GAAP)
Preference: Degree in Accounting in Spain, experience in payroll accounting and ERP systems
Availability to start immediately
Own vehicle
Legal permit to work in Spain
Open to new cultures and environments

Conditions

Permanent contract
Full time

AnaPath Research is committed to complying with the principle of non-discrimination by conducting selection processes with equal opportunities for all job applicants.

*At any stage of the selection process, you may be asked to provide degrees and/or diplomas that validate the information provided in your CV.

Contact

rrhh@anapathresearch.com

Please email rrhh@anapathresearch.com stating (1) the position you are applying for and (2) where you saw the job posting. Attach the following:

- CV / Resume
- Letter of recommendation (if available)