



ADMINISTRATIVE & FINANCE ASSISTANT

(M/F)

At Voltalia we are passionate about renewable energies. We are an international company (listed on Euronext Paris since July 2014) and we produce electricity from multiple power sources (wind, solar, hydro and biomass). Today we have a total installed capacity of 451 MW and we also provide services on behalf of third-party clients such as development, construction, maintenance and exploitation of energy production sites. With a booming growth, our group is already present in 17 countries over 4 continents and we offer to our clients a global operating capacity. Besides the group strongly contributes to the socio-economic development of the regions where it is present and cultivates partnerships profitable to all the stakeholders, at all levels.

If you share our ambition and our passion for renewable energies, Voltalia has a career for you!

Our **Finance & Administration Organization** is looking for an **Administrative & Finance Assistant**, which will have the following responsibilities:

- Prepare the financial statements on a regular basis;
- Coordinate the work of the local Accounting Department;
- Prepare documents for the accounting, highlighting the proper details for bookkeeping;
- Support auditing works and requirements in cooperation with the Headquarters;
- Monthly reporting with cost center detail;
- Cash forecast;
- Support Business Line Controllers;
- Help on balances confirmation with clients and suppliers;
- Support cost controlling dynamics;
- Support the relationship with local legal advisors, local tax advisor, local bank and the account manager;
- Support the management of HR administrative issues and the HR department at the Headquarters;
- Manage the local office having the administrative assistant reporting to her/ himself;
- Assure the branch has all the licenses and registrations needed to operate in the country liaising it with local managers and local advisors.

Voltalia is a French renewable electricity company listed on the regulated Euronext market in Paris since July 2014 and active in four energies: wind, solar, hydro and biomass. Martifer Solar is a leading global player in Development, EPC and O&M Services in the photovoltaic market.

Announcement Date: 08-02-2017

REFERENCE
12.2017

COMPANY
Voltalia

BUSINESS LINE
Finance & Administration

DEPARTMENT
Finance & Administration

JOB TITLE
Administrative & Finance Assistant

LOCATION
Amman, Jordan

STARTING DATE
March, 2017



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QUALIFICATIONS:

The ideal candidate will have/ be:

- Degree in Accounting, Economics or Management;
- At least 5 years of experience in similar functions;
- Experience in Accountant/Controller/Auditing will be highly appreciated;
- MS Office knowledge;
- Arabic native speaker and English fluency (French would be a plus).

Key Skills:

- Communication skills;
- Adaptation and flexibility;
- Teamwork;
- Time management;
- Aim for over delivering and eagerness to get things done;
- Resilience, self-motivation and positive attitude;
- Questioning and constant seek for accurate sources of information;
- Critical thinking and problem solving mentality;
- High accuracy standards;
- Self-management and coping with pressure;
- Responsibility and accountability;
- Commitment to group company goals and standards;
- Ability to accept constructive feedback.

Your application will be reviewed by Daniela Mendes.

If you are interested in this career opportunity, please send us your CV to voltaliarecruits@voltalia.com, with the subject "12.2017 – Administrative & Finance Assistant JO".