



We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole is an energetic, global company offering comprehensive sustainability solutions and services. With offices spanning all six continents, we strive to create a sustainable society and economy that positively impacts our climate, ecosystems and communities. With our solutions we inspire and enable our customers to create value from sustainability-related activities.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

Accounting Assistant (100%) based in Medellín, Colombia

As an Accounting Assistant, you will be responsible for carrying out the activities of invoicing, portfolio control and preparation of correspondence. You will make sure that the accounting transactions of the company's operations in Colombia are inputted in our accounting software and to verify an adequate and accurate bookkeeping. In addition, you will be in charge of the payout of Colombia-based employees' salaries and the handling of social security. As you will be working with our global Accounting department based in Europe, you will be a key contact person in Colombia for your team.

Tasks and responsibilities

- Support the preparation of accounting and financial reports to be sent to the headquarters in Zurich
- Produce accounting vouchers as cash receipts, exit vouchers or accounting notes among others
- Prepare and send invoices to customers following the corporate protocol
- Classify the accounting documents appropriately according to the company's cost centres
- Type and record transactions in our accounting software
- Keep the legal documents of the company updated; ready to deliver them if requested by employees
- Manage the stationery and elements of use of the company by keeping inventory records
- Collaborate continuously in other tasks assigned by immediate supervisor

Your profile

- Student in training or recently graduated in Public Accounting or a related discipline
- Proficient written and oral command of English and Spanish
- Expert in Microsoft Office package (Word, Excel)
- Updated accounting and tax knowledge, insights in International Financial Reporting Standards (IFRS) is a plus
- Knowledge of at least one accounting program
- Entrepreneurial attitude, sense of responsibility and willingness to take initiative
- Teamwork oriented with a can-do attitude, creativity and prudence
- Ability to manage multiple priorities while keeping attention to details



We offer

- Work in a growing multinational company with a real commitment towards sustainability and the fight against climate change
- Excellent spirit of cooperation; work with dedicated and enthusiastic people
- An ideal space to take advantage of employees' talents through our innovative solutions of sustainability

Please apply

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Please send your application in English directly through our [website](#).