**Staff Accountant**

LLA Instruments GmbH is an innovative and globally active developer and manufacturer of sensor systems for process analytics and process automation.

Our measuring systems make an important contribution to the circular economy and the conservation of natural resources.

LLA Instruments is seeking a Staff Accountant to join our team. The Staff Accountant will report directly to the Financial Controller and work with all members of the organization.

**Your tasks:**

* Ensures the integrity of accounting information by recording, verifying, and entering transactions.
* Accounts Payable and Accounts Receivable data entry
* Responsible for assisting with the receipt of cash and collections activities
* Inventory management transactions
* Reconcile bank accounts
* Prepare and post journals
* Complete monthly balance sheet account reconciliations.
* Preparation of initial monthly management accounts including profit & loss, balance sheet, cash flow to a high standard for review by the financial controller
* Assist in the preparation of the Monthly Reporting Package with analysis
* Prepare the weekly financial reporting package
* Assist with VAT compliance and returns
* Assist with budgeting and forecasting process
* Ad-hoc project work
* Summarised report for the tax office

**Your Profile:**

* Relevant educational background in Accounting/Finance
* 2-5 years of experience preferred
* Strong proficiency in Microsoft Excel and the Office 365 suite
* Ability to work independently and as part of a team
* Goal driven and achievement oriented to meet business deadlines
* Attention to detail and organised
* Excellent written and verbal communication skills
* Accountancy qualification (ACCA, ACA or equivalent) or pursuing a qualification is a plus
* Good command of German and English

**Our Offer**

* Permanent position in an internationally operating company
* Flexible working hours and home office options
* Opportunities for development through regular training and feedback sessions
* Exciting and varied tasks
* Friendly and very collegial environment with team events
* Pleasant working atmosphere and modern workstations

Excellent location in the Berlin-Adlershof Science and Technology Park