

Position: Junior Accountant

Lisbon, Portugal

A2F Consulting is an international boutique consulting firm and provides a broad range of advisory services and policy advice in the areas of financial & private sector development in emerging markets. The company was founded in 2007.

We are looking for a **Junior Accountant** to support our Comptroller with general bookkeeping/accounting duties. This position provides an opportunity for growth and increased responsibilities. Initially remote, we expect a hybrid position in the future (greater Lisbon area).

RESPONSIBILITIES & TASKS

- Daily General Ledger entries
- Handling of accounting duties including accounts payable and account receivables
- Monthly bank and credit cards reconciliations
- Client invoicing
- Review of vendor invoices and accuracy checks with project managers
- Review and process expense reports for staff and external consultants
- Process monthly, quarterly, and yearly reports
- Provide general bookkeeping and administrative support as needed

QUALIFICATIONS

- Bachelor's Degree in Accounting or related field
- Knowledge of common bookkeeping software (Quickbooks preferred) and Excel
- Organizational skills and strong attention to detail
- Highly detail-oriented and able to multi-task
- Strong written and verbal communication skills in English

Candidates must be legally eligible to work in Portugal. Please send your application letter with detailed CV, references, and salary expectations to recruit@a2f-c.com. Only shortlisted candidates will be contacted.