Accounts Assistant (50%)

Oslo, Norway

SSY is the world's largest independent shipping broker. We are objective and autonomous, with the scale and coverage to service the most demanding clients and volatile markets across the globe. As a privately owned partnership, we are focused entirely on the needs of our clients and are agile and impartial in the way we do business. SSY operates from 28 offices across the globe and employs over 650 people, covering all the major shipping and commodity locations, and providing a round-the-clock service.

We are looking for a structured and accurate Accounting Assistant for a part-time position in our Finance Department. The place of work is our Oslo office, Sjølyst plass 2, 0278 Oslo.

Key responsibilities

- Processing and posting supplier invoices
- Customer invoicing and follow-up of accounts receivable
- Bank and balance sheet account reconciliations
- Follow-up of accounts payable
- Assisting with month-end closing and reporting
- Filing and other finance-related administrative tasks
- Other accounting and administrative duties as required

Qualifications

- Good Excel skills
- Fluent in written and spoken Norwegian and English
- Relevant experience in accounting or finance desirable not essential
- Good systems understanding. Experience with Xledger, Shipping Online (SO) and Aritma is an advantage

Personal qualities

- Accurate and well-organised
- Able to work independently and take responsibility
- Positive and collaborative

The position reports to the Controller and will provide important support in the day-to-day operations of the Finance Department, and general administration support to the Oslo office. This role would suit a student wanting to work part-time or a recent graduate looking for additional work experience.