



*"If flying is your aim, leave the ground issues with us"*

## **ACCOUNTANT**

### **KATOWICE – OFFICE (POLAND)**

Groundlink is a Lisbon-based business group with extensive experience in providing services to the European aviation industry. Specialized in three major areas of intervention (Handling, Technical Cleaning and Light Maintenance Engineering), with over 500 employees spread across 5 countries (Portugal, Spain, Belgium, United Kingdom and Poland) and based in 27 airports.

#### **Main tasks and responsibilities:**

- Liaison between headquarters / central office, Polish airports, customers and other entities based in Poland
- Deliver original documentation requested by various partners
- Receive and forward to headquarters all correspondence regarding Groundlink Polska
- Provide local support to the needs of various departments of the company (HR, Finance, Training, Logistics and Maintenance, Cleaning, etc.)
- Do the accounting of the Polish Group company and the annual closing of accounts
- Payroll the Polish company group
- Ensure workers' admissions and terminations in social security

#### **Requirements:**

- Immediate availability
- Availability to travel
- License to work as an Accountant
- Be fluent in English and Polish (Portuguese and Spanish are a preferred factor)
- Have a Driving License
- Criminal Record without incidents
- Shengen Space Citizen (EU)
- Ability to handle stress and manage multiple processes simultaneously
- Pragmatic and with an "operational" sense of their role and role

#### **Workplace:**

Office in Mierzęcice

#### **Contract:**

Full-time

#### **Salary:**

According to experience

**In cas of interest please send your CV to [portugal@groundlink.pt](mailto:portugal@groundlink.pt), with the Ref.<sup>a</sup> CONTPOL.2019"**