

Junior Accountant

Location: Kraków/Łódź/Opole

What's in it for you:

- Employee Assistance Program for employees and their families (psychological support)
- An extra day off for voluntary activities close to your heart
- Access to our Employee Network Groups, which represent every strand of diversity and allow colleagues to connect and learn from each other on an open, inclusive platform
- Opportunity to become one of the Internal Trainers
- A multinational environment with strong ties to UK business culture
- LuxMed medical healthcare and Generali group insurance
- Multisport Plus / Classic or MultiKafeteria benefit systems
- A positive atmosphere with excellent work-life balance (a 30-minute lunch break included in the 8-hour working day)

What you'll be doing:

- Preparing Sales Opportunity report on weekly basis
- Reviewing report Won Opportunities – checking back-up documentation, validating the input data
- Resolving discrepancies with Accounts Managers
- Reconciliation Commission Report containing all Won Opportunities and Paid YTD
- Calculating Commissions
- Preparing Individual Statements
- Applying adjustments to commission plan and targets
- Distribution Individual Statements to each AM
- Resolving queries raised by AM

Skills you need to succeed:

- Very good written and verbal communication skills in English (B2+/C1)
- Very high attention to details, assertiveness, responsibility and self-motivation
- Ability to work both independently and as part of a team
- Having sound IT awareness, including a good knowledge of Excel, MS Word, PowerPoint and Databases
- Being a recent graduate, preferably in a technical or finance-related discipline
- Being available full time
- Being able to work in a hybrid mode from Kraków, Opole or Łódź
- Knowledge of Finance is considered to be an advantage (although not essential)
- Knowledge of SAP is considered to be an advantage (although not essential)



We create better outcomes.

You'll be joining a network of 55,000 experienced, innovative and dedicated individuals across multiple disciplines and sectors. There are countless opportunities to learn new skills and develop in your career, and we'll provide the support you need to do just that. Our purpose is to create a better outcome for you.

What we hope you'll do next:

Fill out our short application form, so that we can find out more about you.

About Capita

Capita is a consulting, transformation and digital services business. Every day our colleagues help millions of people, by delivering innovative solutions to transform and simplify the connections between businesses and customers, governments and citizens. We partner with clients and provide the insight and cutting-edge technologies that give time back, allowing them to focus on what they do best and making people's lives easier and simpler. Capita is a leading business services provider with over 55,000 employees, operating in the UK, Europe, India and South Africa.

Capita Poland supports clients across various sectors, including local government, customer service, procurement, life and pensions, insurance, data analysis, and learning and development. We operate in three locations – Kraków, Opole and Łódź.

Daily, we deal with simple processes like checking data correctness, contacting with clients, training coordination, and much more complex processes like closing general ledgers, reporting, financial analysis, claims processing, systems implementation, technical customer support, or fleet administration.

We're an equal opportunity employer, which means we'll consider all suitably qualified applicants regardless of gender identity or expression, ethnic origin, nationality, religion or beliefs, age, sexual orientation, disability status or any other protected characteristic. We recruit and develop our people based on merit and their passion for creating better outcomes, and we're committed to creating an inclusive environment for all employees.

Please apply using the link:

<https://system.erecruiter.pl/FormTemplates/RecruitmentForm.aspx?WebID=fea0aa5f73084f81abefac46f9fa0352>

If you have any questions or would like to find more about open roles in Accountancy at Capita, please contact DL-TalentAcquisition@capita.com