

**«A Job with Perspectives »**

The Swiss Telsonic Group has been offering its industrial ultrasonic solutions through representation in Europe, America and Asia since 1966. Constant innovations help to ensure that, in many applications, Telsonic has established a lead over competitors that offers added value to customers. With over 250 highly qualified staff, the owner-managed company specialises in plastic and metal welding as well as ultrasonic cleaning and screening. All over the world, customers in fields such as automotive, packaging and medical technology value the company's comprehensive services and broad range of ultrasonic components for system construction as well as its complete welding systems.

**To enhance our Team we are looking for a  
Finance and Administration Manager m/f  
Kać, Serbia****MAIN TASKS**

- Ensuring a legally compliant, proper bookkeeping according to Commercial Law and Swiss GAAP
- Active participation in the day-to-day accounting tasks of accounts receivables and payables
- In charge for the general ledger as well as the month and year end closings
- Responsible for the management accounting and the group reporting
- Active assistance and coordination in the budgeting / forecasting process
- Independent and confidential processing of personnel administration and payroll
- Contact with external bodies, authorities and auditors
- Follow-up on tasks and changes in accordance with the law, the rulebook of the organization and the business systematization
- Professional support in the ERP environment and participation in process development from a financial point of view
- Implementation of an adequate Internal control system

**WE OFFER**

- An exciting challenge as member of the management team
- Interesting tasks in a highly innovative dynamical international company
- Ability to implement own ideas and solutions

**YOUR PROFILE**

- Master degree in accounting, business, economics or finance
- Superior understanding of financial regulations and legislation with several years of experience in a leading finance / accounting role, preferably in an international group
- Good theoretical and practical knowledge in the area of labour law
- Broad practical experience in all aspects of accounting, preferably in a manufacturing environment
- Good hands-on know-how in the area of personnel administration and HR management
- Deep understanding of Business Principles and practices
- Proficient user of MS office and affinity to computer systems, especially in regard to ERP and accounting systems
- Excellent knowledge of English and knowledge of German language as an advantage
- Good analytical and planning skills
- Solid communication skills, both written and verbal
- Accurate and conscientious attitude to work
- Initiative, flexible and resilient teamplayer
- Discreet, trustworthy and integer personality

**WORKPLACE**

**TELSONIC doo**  
**Atar 95**  
**21241 Kać**  
**Srbija**  
[www.telsonic.com](http://www.telsonic.com)

For further information please feel free to contact Mr. Darko Jovanovic, phone no. +381 (0)21 2100 700.

If you are interested in the above position and your profile fits with the above requirements, kindly send your complete application to [darko.jovanovic@telsonic.com](mailto:darko.jovanovic@telsonic.com).