

EL AL Israel Airlines is looking for an accountant to join the local team in the EL AL Austria branch and assist with the day-to-day tasks.

The candidate will work closely with the Regional Financial Director to assist with the internal company audit procedures, monthly reporting, bookkeeping and additional tasks as required.

Our requirements:

Implementation and coordination of the planning and budgeting process as well as the forecast processes including analysis and commentary.

Timely preparation of the regular reporting to the H.O. in compliance with the H.O.'s specifications and group guidelines.

Control of current contracts and preparation of the annual budget together with the respective heads of department

Collaboration in the preparation of monthly and annual financial statements with the controller

Analysis and monitoring of cross-departmental / cross-location financial processes

Coordination with associated banks and tax advisors.

Ensuring compliance with group guidelines for example Audit as per intercompany published matrix table

Administrative correspondence including being main point of contact for industry regulators

Handling of air traffic tax for all locations in Austria

Preparation and submission of monthly VAT returns

Invoices reporting, audit and reconciliation.

Revenue reporting:

Overseeing refund procedure

Reconciliation of customer accounts in SAP

Production of invoices from SAP for groups and ad hoc

Calculation agent commission and analysis of revenue sources

Audit of groups as per HO internal audit instructions

Quarterly customer aging – investigate and advise HO reasons for outstanding debts

Response to Head office departments queries.

Skills required

Qualified accountant / advanced bookkeeper

Successfully completed degree in business administration or completed training with a focus on finance and controlling

Knowledge with focus on finance/controlling with at least two years of professional experience in finance (preferably in an aviation company)

Knowledge of Austrian tax law

High sense of responsibility as well as an extremely careful way of working

Numerical affinity and analytical and conceptual thinking skills

Strong communication skills, ability to work in a team, flexibility, ready to work with tight deadlines

Good English and German language skills, both written and spoken

Good IT user skills (MS Office, especially Excel, PowerPoint)

Complete immunization against Covid-19 with a vaccine licensed in Austria

Travel industry experience is an advantage/SAP knowledge is an advantage

Arbeitszeit: Teilzeitbeschäftigung 50%, Einstellung ab sofort möglich

Arbeitsort: Flughafen Wien-Schwechat

Entlohnung: richtet sich je nach Qualifikation und Erfahrung nach Absprache

Wenn Sie interessiert sind, richten Sie bitte Ihre schriftliche Bewerbung (Lebenslauf inkl. Foto, Bewerbungsschreiben) IN ENGLISCHER SPRACHE per Email an:

[Petra.Keil@elal.co.il](mailto:Petra.Keil@elal.co.il), Reservation Manager EL AL Israel Airlines Germany & Austria

Entgeltangaben des Unternehmens :Das Mindestentgelt für die Stelle als Accountant beträgt 1.893,80 EUR brutto pro Monat auf Basis Vollzeitbeschäftigung. Bereitschaft zur Überzahlung.