



If you are looking for a new way to challenge yourself

we may have the right opportunity for you!

Balkan Services is an IT consulting company helping organizations to nail the right software solution for their growing business and implement it in the fastest, most efficient, and smooth way.

In relation to new projects and increased work volume, our team is growing.

We are looking for:

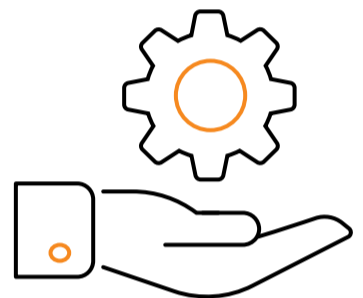
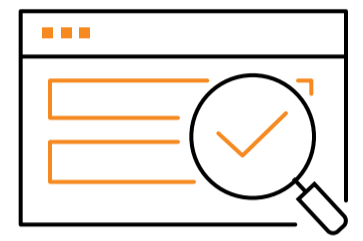


Disclosure management specialist/ Reporting automation specialist

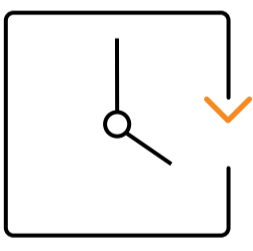
Balkan Services implements the Disclosure management solution, developed by the German company Amana, part of the LucaNet group.

Your responsibilities:

- You will be part of a team of consultants working on our client's corporate finance and Investor relations. These clients are often listed companies.
- You will implement software solutions to automate and digitize complex financial and management reports, such as annual, quarterly, and management reports.
- You ensure that the customer's reports are prepared for further distribution, all figures are automatically updated from the front systems, and reports meet customer's requirements and indirectly their recipients'.
- Your role will be a combination of meeting customers with a value-adding and knowledgeable approach, as well as independently solving the customer's needs by adapting the solution based on the customer's specific reporting.
- You will also help our clients with upcoming sustainability challenges and ESG Sustainability Reports.
- You will conduct workshops and train customers.



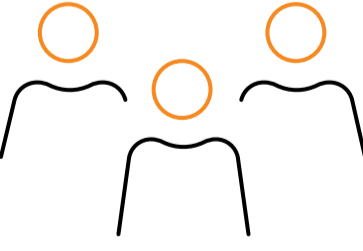
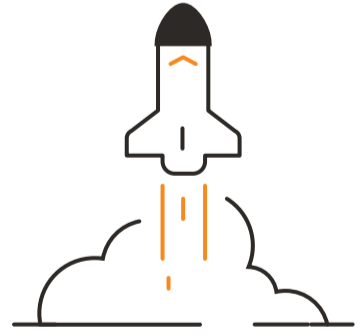
What we expect:



- A good communicator with an eye for detail, meticulous with good MS Office skills, and fluent in English.
- The work is deadline-driven, and skills such as patience, concentration, and timely completion of tasks will be extremely beneficial.
- This position would be suitable for someone with limited previous work experience.
- You understand accounting basics, even more how the accounting is presented in a neat and selling way.
- You enjoy meeting customers and providing good service based on their various needs.

What we offer:

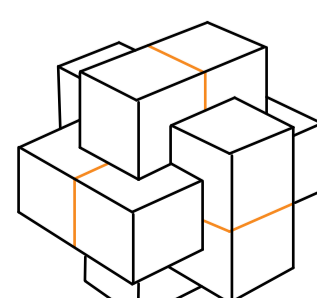
- The opportunity to be a part of the IT industry in the field of digitalization and automation of the financial and non-financial reporting process.
- Working to automate the financial and non-financial reporting and disclosure process with specialist disclosure management software, SmartNotes.
- The opportunity to contribute in a supportive environment with a great team.
- Work with both European and Bulgarian clients
- The opportunity to work in a stable and growing company in the IT industry.
- Competitive salary and benefits.
- Workplace in the heart of Sofia.



ARE YOU INTERESTED?

Then we look forward to receiving your application online at jobs@balkanservices.com

The first part of our recruitment process is a task that we will send to approved candidates.



The second part of the recruitment process will be an interview with the candidates who succeeded with the task.