

URBANISTA FINANCE ASSISTANT

URBANISTA

Urbanista is a leading lifestyle audio brand, offering audio products with design and function in mind. We're based in Stockholm, Sweden but operate globally, and as of today our products are sold across 90 markets and over 30,000 stores worldwide. We're now looking for a Finance Assistant to join us on a temporary employment (8 months) to cover for a parental leave.

THE ROLE

The Finance Assistant at Urbanista is supporting accounting and financials at Urbanista. This is primarily to manage the invoices, payables, receivables, cash planning and monthly closings and reporting. Urbanista is part of the Strax Group and therefore interaction and support are coming from the Group Finance team.

Urbanista is a young and fast growing company with an ever changing landscape. The finance role therefore needs to be very well structured and organized with efficient processes. It's also important to have a personality that thrive in an entrepreneurial environment and are solution oriented.

The position is reporting to the Finance Manager of Urbanista, but also interacting with most colleagues at Urbanista. The position is based at the headquarter in Stockholm.

RESPONSIBILITIES

- Oversee all financial operations, accounting and reporting of the Urbanista business
- Manage all invoices, receivables and payables
- Manage bank reconciliation
- Ensuring that the monthly reports are prepared and reviewed
- Support Year end closing, annual report and audit process

REQUIREMENTS

- 2+ years of experience with accounting in a similar company.
- Excellent computer skills
- Solid knowledge of Microsoft software and packages
- Ideally experience in Microsoft Navision
- Structured and organized
- Proactive and takes ownership with a positive approach to problem-solving and collaborative mindset
- Self-motivated and energetic individual with a high level of initiative
- Flexible people-person and enjoy working at a constantly evolving environment at a young, fast-moving growth company

APPLY

Want to join us in building one of the fastest growing lifestyle audio brands in the world? To apply, please send in your resume, cover letter and with subject line "Finance Assistant" to careers@urbanista.com