Looking to kickstart your career in corporate finance and accounting?

For our Client, a global Nordic industrial leader, we are seeking full-time candidates to join their newly established Global Business Services (GBS) center in Gdansk. Our Client is building specialized teams across three key financial streams:

- **ITP** (Invoice to Pay)
- **T&E** (Travel & Expense)
- **RTR** (Record to Report)

Whether you are a **fresh graduate or simply ready to make your first move into corporate finance, they will teach you everything from scratch** - no prior experience or internships needed! All you need is a genuine drive to learn, a sharp analytical eye, and the curiosity to dig into financial processes and find real solutions.

If you're ready to take the first step, here's your ticket!

Accounting Assistant with English

Nr ref.: 423/9/2026/AK/270685/jobs.pl Gdańsk (pomorskie)

What you can expect from us?

- Temporary employment contract with a long-term collaboration perspective (up to 18 months).
- Exciting opportunity to build a new GBS site in Gdansk as part of global GBS operation in a good company.
- Collaborative, supportive and innovative atmosphere.
- Great colleagues and a multicultural working environment.
- Possibility to develop your professional skills with modern processes and tools.
- Career opportunities within a global organisation.
- Modern office location at Olivia Centre along the main railroad line.
- Structured onboarding process from day one.

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- Supporting the day-to-day operations across ITP, T&E, or RTR teams under the guidance of experienced mentors.
- Verifying, processing, and archiving daily financial documents and employee expense reports according to internal guidelines.
- Assisting with data entry, system updates, and account balance reconciliations in ERP systems.
- Communicating with internal business stakeholders and international suppliers to help resolve minor queries and document flow blockages.
- Participating in month-end closing activities and assisting senior team members with

operational reporting.
- Spotting workflow discrepancies, asking probing questions, and suggesting small improvements to streamline daily operations.

What we expect from you?

- Preferred educational background in Finance, Accounting, Economics, or related fields.
- Open to entry-level candidates without prior professional experience or completed internships.
- English language proficiency at a minimum B2 level.
- High motivation to learn and develop within corporate finance, combined with accuracy, thoroughness, and strong analytical thinking.
- Natural curiosity and a proactive mindset - a drive to explore how processes work and actively contribute to their improvement.
- Readiness to take ownership, make everyday decisions, and collaborate smoothly as a team player.
- Adaptability and comfort working within a dynamic, evolving environment.