



AQ Acentor is the real estate developer of Aquila Group, an independent German asset and investment manager, present in the Spanish market since 2014.

AQ Acentor is currently producing more than 3,000 new homes, of which around 500 will be delivered in 2018. It is developing residential projects in metropolitan areas, mainly in Madrid, Barcelona, Malaga and Valencia.

Aquila Group, founded in 2001 and owner-managed, focuses on alternative and sustainable long-term investment solutions in the areas of infrastructure, renewable energy, real estate, forestry and agriculture, as well as investments in financial markets.

Currently over 200 professionals located in ten offices globally implement efficient investment strategies via fund structures and individual mandates.

For our office in Madrid AQ Acentor is seeking a

Administrative Accounting Assistant (f/m/d)

For our office in Madrid AQ Acentor is seeking an Administrative Accounting Assistant to support the Financial Department.

Key responsibilities

- Review the situation of the suppliers, making their payments and being in charge of the management of the bank remittances. Management of A/P down payments.
- Issue of clients' invoices, following up their booking and collection.
- Revision of different taxes, in coordination with external accountant.
- Management and payment of the employees' personnel expenses.
- Maintenance of the master data in the IT accounting system.
- Organisation of department documentation: physical and digital files.
- Coordination with external providers (bank, lawyers, accountant, etc)

Key requirements

- Academic education in accounting and administrative fields.
- More than 5 years of professional experience in the field of administrative accounting assistant.
- Responsible and organised person.
- Precise and reliable working method coupled with high autonomy, implementation strength and flexibility.
- Teamwork skills.
- Very good knowledge of MS Office. PowerPoint and Prinex is desirable.
- Languages: English and Spanish. German, an asset.

Your perspective

As a forward-looking company, the Aquila Group combines focus, foresight, ambition and entrepreneurial responsibility with team spirit and a very high degree of collegiality. This creates synergies that, combined with the talents of our employees, are crucial for the long-term success of our company.

The job advertisement appeals to you and you have the required qualifications?

Then we look forward to receiving your complete application documents through our website.