

Take Advantage of This Opportunity and Join Our Team as

## **Back Office and Finance Associate (m/f)**

**Interenergo** is an international energy company headquartered in Ljubljana and a part of Austrian Kelag Group. We're playing a crucial role in our region's shift towards cleaner energy solutions. From investing in, building, and operating renewable energy technologies to actively trading and providing tailored energy services, we're dedicated to driving this transition forward.

**Take the next step in your career and join the Interenergo team as a Back Office and Finance Associate. We are looking for ambitious professionals to support our business support team.**

Back Office department is responsible for the smooth execution of transactions and receivables related to our trading department, working closely with the trading department. The international working environment offers numerous career development opportunities in the financial-administrative field.

**If you are looking to develop your career in back office and finance, love working with data, are organized, precise, and analytical, and enjoy team collaboration, this position is perfect for you!**

### **Your responsibilities**

- Invoicing, reviewing received invoices, and preparing compensations.
- Reviewing trading contracts and maintaining records in the trading system.
- Preparing documentation for the customs clearance of electricity.
- Managing records of received and issued invoices as well as compensations.
- Preparing reports for regulators and other reports.
- Preparing payment orders for payment transactions.

### **Your key attributes and qualifications**

- Level VI education in economics or a related field.
- Experience in back-office operations.
- Basic knowledge of tax and customs legislation.
- Strong organizational and communication skills, along with a passion for teamwork.
- Analytical abilities and attention to detail.
- Advanced proficiency in MS Excel and a willingness to use and learn new software.
- Proficient in English, with knowledge of Croatian or Serbian.

This is a fixed-term contract (1 year) with the possibility of extension.

## Why join us

- An established company part of Austrian Kelag group, with strong ties across 7 markets in South-eastern Europe.
- International work setting.
- Comprehensive on-boarding and rotation process.
- Open communication and collaboration.
- Emphasis on ongoing learning and personal growth through allocated budget for training initiatives, conferences and language courses.
- Internal recreational program offering a range of activities including fitness sessions, squash matches, and skiing tournaments.
- Option to use the Group's holiday accommodations in Carinthia, Austria.
- Supplementary health and pension insurance.

**We Are Expanding Our Team!** If you do not see yourself in the described responsibilities and experiences but have relevant experience and a strong desire to develop your career at Interenergo, we want to meet you.

We invite you to send us your applications with the attached CV no later than **31. 03. 2025** by e-mail to: **info@interenergo.si** or by regular mail to: **Interenergo, d.o.o., Gosposvetska cesta 11, 1000 Ljubljana.**