

Photon Energy Group is a group of companies with a shared mission: making clean energy, clean water and clean environments accessible to everyone.

Photon Energy provides comprehensive solutions that support the generation of clean energy and the integration of renewables into the electrical grid. **Photon Water** offers water treatment and management solutions, and **Photon Remediation** deploys advanced technology to remove contamination from all environments.

A publicly traded company operating in over 15 countries across two continents, we combine a global outlook with localised expertise.

Since our founding in 2008, we've expanded to a team of more than 400 employees around the world. And we're committed to fostering a culture of shared values and sense of purpose as we continue to grow.

For more information, please visit photonenergy.com.

Junior Accountant

We are looking for a motivated **Junior Accountant** to join our Polish finance team. In this role you will be responsible for processing Purchase Orders, expense reports and accuracy of our accounting data. This is a great opportunity for someone looking to develop their career in accounting and finance.

Key Responsibilities

- ▶ Processing purchase orders, invoices, and assisting with reconciliations to ensure accurate and timely payments
- ▶ Managing expense reports, verifying receipts and processing claims in line with company policies
- ▶ Supporting the monthly closing process
- ▶ Ensuring all accounting entries are completed accurately and in a timely manner
- ▶ Assisting in preparation of data and documents for internal and external audits
- ▶ Cooperating with senior colleagues in Accounting and Finance to support various accounting tasks
- ▶ Providing assistance with ad-hoc accounting and administrative tasks as required

Qualifications and Experience

- ▶ 1 – 2 years of experience in a similar position
- ▶ Intermediate knowledge of Microsoft Excel, including formulas and pivot tables
- ▶ Analytical skills and logical thinking
- ▶ Diligence, reliability, an eye for detail

- ▶ Polish (fluent) and English (B2+)

Our Offer

- ▶ An interesting job at a fast-growing global organisation in the promising fields of renewable energy, environmental remediation and clean water technology
- ▶ Indefinite full-time employment contract
- ▶ Flexible working hours and occasional home office with manager's approval
- ▶ 20 / 26 days of vacation (based on age), 1 CSR day (a working day dedicated to a non-profit organisation aligned with the Group's mission and values)
- ▶ Meal allowance (Edenred card, 300 PLN / month)
- ▶ Medcover SPORT allowance (30 PLN, rest is paid by employee based on chosen package)
- ▶ Medical package allowance
- ▶ Teambuilding and corporate events
- ▶ Working tools: Laptop and mobile phone

If you are interested in the position and fulfil the above requirements, please apply online or send your CV to careers@photonenergy.com.

Working location:	Warsaw, Poland
Type of employment:	Employee
Type of contract:	Full time
Length of contract:	Indefinite
Required languages:	Polish (fluent) and English (B2+)