

As a Clinical Research Organization (CRO), we support international biotech firms in turning groundbreaking ideas into medical breakthroughs. Situated at the heart of intricate and incredible scientific endeavors, we're dedicated to enhancing lives. Join our motivated team to contribute to this impactful mission.



JOIN OUR TEAM! As of now we are looking for a Krakow (PL) based

Chief Accountant (Księgowy Bilansista) (m/f/d) full-time

Why work @ MONIPOL?

- ✓ A role in which you carry a lot of responsibility, design processes, and contribute your own ideas
- ✓ An internationally and culturally diverse team passionate about making the world a better place and advancing science through clinical research
- ✓ Great perks (autonomy, flexible working hours, hardware budget, and team events)
- ✓ Competitive salary as well as an excellent opportunity to make a difference and shape the future of our company!

What does the Chief Accountant do?

You will be responsible for ensuring that our financial data is current and accurate at all times; as this data is the basis of our data-driven decision-making processes. This opportunity provides a lot of autonomy and freedom but demands that you get things done efficiently in a “startup setting”. While this role contains some managerial/strategic work, you will be involved in day-to-day accounting on a document level.

Responsibilities:

- ✓ **Independently and smoothly run our day-to-day Finance operations**
- ✓ Overseeing all aspects of the company's financial transactions, including accounts payable/receivable, general ledger, and bank/vendor/client reconciliations
- ✓ Swift processing of all incoming finance documents (mostly **purchase invoices**)
- ✓ Timely **client invoicing** and friendly cash collection
- ✓ Preparation of **internal reporting**; maintaining the company **budget**, monitoring spending, and managing forecasts
- ✓ Preparation of **external reporting** (monthly and quarterly reports and support annual statements)
- ✓ Determining relevant metrics and **KPIs** to ensure that the company is operating efficiently and effectively, as well as adhering to all applicable regulations
- ✓ Liaising with our external payroll team, external accountants, and other service providers
- ✓ Management of our **Contract Repository**
- ✓

What do we expect?

We look for driven individuals willing to go the extra mile to build a great company!

If you don't meet all the criteria below but are interested in the job, please apply nonetheless. Nobody checks every box, and we're looking for someone excited to join the team!

- ✓ Highly-motivated self-starter who loves accounting
- ✓ Relevant experience in accounting, ideally with qualifications such as Księgowy Bilansista
- ✓ Experience with MS Business Central (formerly Navision) and advanced Excel skills; if no prior experience in BC, strong tech skills
- ✓ Structured working style with strong analytical and problem-solving skills
- ✓ Ability to prioritize tasks and work under pressure in a fast-paced startup environment
- ✓ International mindset and a working knowledge of legislation and regulations in Poland, Germany and Switzerland
- ✓ This job requires a physical presence in Krakow (PL). Therefore, an EU work permit is required

Sounds Interesting? Apply today!

Apply online at
<https://join.monipol.com/apply/>

Any Questions? Contact us!



Mateusz Korman
Recruiting Coordinator
career@MONIPOL.com



Dr. Moritz John
Managing Director
career@MONIPOL.com