

Invoicing & Office Manager

JOB SUMMARY

Hyde & Associates is a boutique international law firm representing global blue-chip clients. With offices in Tallinn, Paris, and Lisbon, and a corporate presence in Singapore, we are seeking an Invoicing & Office Manager to support ongoing business requirements, and business growth. This position will initially take on both the responsibilities of our invoicing officer, currently on maternity leave, as well as assume the role of office manager. Based in Tallinn, the position includes handling all invoicing, overseeing day-to-day administrative tasks and ensuring the smooth functioning of the material aspects of our Tallinn office. Based on performance, there is room for this role to grow into more managerial duties, with oversight of financial functions for our offices in Estonia, France, Portugal, and Singapore. Open to any suitable applicant with the qualifications described below, the position is also open to entry-level graduates of accounting studies.

We seek a self-motivated, career-oriented individual excited by the opportunity to manage essential accounting tasks within an internationally focused setting.

WE OFFER

- Stimulating and challenging tasks within an international environment
- Opportunities for professional growth
- Being part of an enthusiastic and multicultural team
- The role is office-based, travel may apply between offices depending on growth.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES (responsibilities include but are not limited to) :

- Invoicing and bookkeeping from A to Z: accounts receivable, accounts payable, calculation and reporting of taxes, wages and social security contributions, with the support of our external accountant
- Administration of the firm's day to day includes liaising with banks, accounting firms, service companies, etc.
- Handling of client compliance procedures
- Ensure a properly maintained office environment
- Handle employee onboarding and offboarding
- Assist with visa processing for foreign recruits

QUALIFICATIONS & QUALITIES

- Bachelor's Degree in any relevant administrative, accounting or financial discipline.
- Excellent written and verbal communication skills in Estonian and English
- Ability to adapt in a growing, changing environment
- Interest in international accounting and financial systems
- Capable of identifying and reporting on opportunities to improve the firm's performance
- Rigorous and detail-oriented
- Interested in working in an international team

Employer:	Hyde & Associates
Ref:	AOM24
Location:	Tallinn, ESTONIA
Industry:	Legal
Position:	Invoicing & Office Manager
Level:	Junior (+2 years)
Contract:	Permanent
Hours:	Full time
Salary:	1,800 to 2,000€ gross
Start date:	ASAP

ABOUT HYDE & ASSOCIATES

Hyde & Associates is a law firm specializing in telecommunications.

The firm, working from its offices in Tallinn (Estonia), Paris (France) and Lisbon (Portugal) is currently advising on matters in more than one hundred countries on all continents.

It represents a plurality of service providers doing business globally, as well as other large corporate groups, United Nations agencies, NGOs and Government clients.

Its members bring together highly trained formal skills and years of direct field experience in telecommunications law and practice.

Hyde & Associates is recognized as a leader among law firms for in-country missions, providing advice and results in emerging markets worldwide.

WISH TO APPLY?

Please send your resume and cover letter in English to job@hydeandassociates.com under ref AOM24.