

## Administrative & Accounting Officer

For a company belonging to the Morning Capital Srl Società Benefit Group, we are looking for a resource to join the Administration and Accounting department. The selected candidate will be responsible for ordinary accounting and tax activities, as well as supporting periodic and annual compliance requirements.

### Main responsibilities:

- Management of general accounting from journal entries to adjusting and year-end closing entries;
- Downloading and recording supplier invoices through the SDI system;
- Recording foreign invoices and supporting periodic reporting requirements;
- Management of supplier payments;
- Accounting entries for payroll, social security contributions, and F24 tax forms;
- Monthly VAT calculations and support in the preparation of LIPE reports and VAT returns;
- Monitoring collections, performing reconciliations, and preparing Excel reports;
- Support during accounting closings (accruals, deferrals, depreciation, accrued invoices);
- Management and registration of contracts on the Italian Revenue Agency's website.

### Requirements:

- Diploma in Accounting and/or a Degree in Economics or related fields;
- Previous experience in a similar role (preferred);
- Solid knowledge of general accounting and VAT;
- Excellent command of Excel and experience with Zucchetti management software;
- Accuracy, reliability, and strong organizational skills;
- Team-oriented attitude;
- Good written and spoken English.

Contract terms and compensation will be commensurate with the candidate's experience.

Working hours: Full-time, with Smart Working options

Work location: Milan

Morning Capital Srl Società Benefit  
Sede legale:  
20149 Milano  
via Aldo Rossi, 4  
T +39 02 89835811

CERTIFIED  
ISO 9001



P. IVA, C.F. e Registro delle imprese di  
Milano Monza Brianza Lodi  
08783940151  
Capitale Sociale 104.000 euro i. v.

info@morningcapital.eu  
www.morningcapital.eu

Sedi operative:  
20149 Milano  
via Aldo Rossi, 4  
T +39 02 89835811

10121 Torino  
corso Matteotti, 32/A  
T +39 011 5096081

16121 Genova  
via Degli Orefici, 7  
T +39 010 56708 1

00187 Roma  
T +06 92928229