

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

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