

# Junior Accountant with French

## (Katowice/Kraków)

### About us

**Capgemini** is one of the world's foremost providers of consulting, technology and outsourcing services.

**Capgemini Business Services** department is one of the first and the biggest outsourcing centers in Poland providing services in 30 different languages in the areas of: finance, accounting, banking, procurement, customer care and marketing services. Business Services employs over 3800 specialists in its offices located in Krakow and Katowice.

### Key responsibilities:

- Correct and timely processing of financial data
- Processing purchase invoices and credit notes
- Analyzing the accounting documentation
- Correct and timely reporting
- Effective cooperation with Clients and colleagues

### Ideal candidate's profile:

- **At least intermediate level of English (min. B1)**
- **At least intermediate level of French (min. B1)**
- Focus on details
- Good analytical skills
- Multitasking and ability to meet deadlines
- Working knowledge of MS Office tools (especially Excel)

### What we offer:

- Work in multinational company for c.a. **100 Blue Chip Clients** - known, global brands, supported by **6000** professionals in **30 languages**.
- Clearly defined **career path** (experts or managers), wide range of trainings - over **20 000 online trainings** and books also available at home, trainings in classroom, **funding for learning foreign languages**.
- You will learn best practices and global business from Capgemini experts. Over **900 certified professionals** in the field of PMP, SAP, ACCA, etc.
- You will work in an **inspiring atmosphere**. We **work together and celebrate together** - Capgemini Theatre, employee volunteer program, integration events, sports events (basketball, volleyball) - everyone will find something for themselves!
- In addition to the salary you will receive **attractive benefit package** (medical care for whole family, life insurance). You can recommend friends in **Referral Program** and collect awards!
- Our offices are conveniently located with **"Bicycle-friendly" certificate**!
- As a disabled person you will get professional support. We are open to provide **assistive technologies for people with diverse disabilities**. We care about inclusion and equal rights approach. We conduct disability awareness trainings. Join our Win with Capgemini Program for people with disabilities.

Interested candidates are invited to send CV to [praca.pl@capgemini.com](mailto:praca.pl@capgemini.com).

Please include the following reference number in the subject of your message: JA/FR/BSv/KTW-KRK

Please include following statement in your application: "I hereby authorize Capgemini Poland Sp. z o.o. to process my personal data included in my job application and voice recordings for existing and future recruitment processes (in accordance with the Personal Data Protection August 1997, Journal of Laws 2002, No. 101, item. 926 with further amendments). I also authorize Capgemini Poland Sp z o.o. to sub-process my personal data outside European Economic Area including India's entity."