



Finance Administrator / Accountant at Sheltons Accountants (Copenhagen, Denmark)

Sheltons Accountants (Denmark) – Accountants and Business Advisers to overseas businesses doing business in Denmark

We offer a great opportunity for a Finance Administrator / Accountant to grow and develop, with rapid advancement, working within a small team looking after internationally operating clients

Position

- Finance Administrator / Accountant
- Salary dependant on experience

When and where

- Commencement – ASAP
- Copenhagen, Denmark

Role

- Primarily to assist with a wide range of services including all accounting requirements to a selection of our international clients – businesses based especially in the United Kingdom, Germany, elsewhere in Western Europe and North America
- Assist managers with period reporting including VAT compliance, salary administration and bookkeeping
- Preparation of year-end financial statements under Danish GAAP
- Preparation of year-end tax compliance
- Liaising with audit firms
- Contact with clients at head offices around the world - build mutually beneficial working relationships

Professional characteristics

- *Essential*
 - Danish educated to at least a HA Accounting / BA Business Administration
 - Significant recent experience with a Danish accounting firm
 - Fluent in English
 - Excellent relevant IT skills
 - Proven skills in the use of accounting software
 - Organised and motivated
- *An advantage if:*
 - have a good knowledge of Danish VAT and income tax

■ Accountants & Business Advisers ■ Local & International Tax Advisers
■ International Tax Training Sheltons-SITTI ■ Relocation of expats
Sheltons Group Services Ltd - VAT UK210113980 - Company number 09507447

- have experience with Sage software
- experience in IFRS
- German speaker

Personal characteristics

- Ambitious, self-motivated, energetic
- Social, team-minded and outgoing

About Sheltons Accountants (Denmark)

- We at Sheltons Accountants (Denmark) work exclusively with foreign investors coming into Denmark
- We cover a wide range of areas for this niche target group
- We are part of Sheltons Group, with offices in Australia, Malta and London: see www.SheltonsGroup.com
- Sheltons Accountants (Denmark) has been in operation since 1995
- We are located in modern offices in Copenhagen

About Sheltons Group

- Sheltons Group was established in 1994 in The Netherlands
- Sheltons Group is an accounting and business advisory firm with special strengths in the area of international tax consulting
- We also run courses around the world on international tax for tax advisers and in-house tax staff
- Sheltons Group is completely independent - with no formal links to any network of accounting, legal or other firms

What we offer

- An exciting position with a small, dynamic, internationally-orientated firm
- Clear opportunities for rapid advancement
- An opportunity to significantly develop many skills
- A very international environment including some overseas travel
- Close interaction with colleagues in offices abroad

Contact for applications

If this role sounds like you, please submit your cover letter and resume to:
Andrew Woods, Director at A.Woods@SheltonsGroup.com