

JUNIOR FINANCE ADMINISTRATOR

Location: Sarajevo | **Department:** Finance & Accounting | **Reporting to:** Finance Team Manager

Alfa Energy Group (An Edison Energy Company) is a global energy advisory firm that helps large corporate, industrial, and institutional clients better navigate the choices, opportunities, and risks that will emerge from the transition to a net-zero future.

The role of Junior Finance Administrator requires professionalism and high attention to detail to ensure success. Candidates need to have excellent verbal communication skills and be hardworking, patient, and self-motivated with the ambition to deliver successful results to both themselves and the group.

We are looking for a new member to join our community, an individual who can embrace change positively and strives to develop professionally.

Responsibilities

- Commission data entry
- Processing and monitoring of sales invoices
- Management of monthly commission exercise
- Commission query resolution
- Credit control
- Commission admin support
- Processing contracts into internal data systems within a set time frame
- Setting up future cash flows as per payment plan agreements
- Issuing invoices to suppliers and clients
- Processing commission data
- Working well with and developing key contacts with energy suppliers and internal stakeholders
- Commission payment distribution to internal and third parties
- Query management resolution in a timely manner
- Actively thinking of ways to improve service and the department
- Additional responsibilities as required by the team leader

Experience and Skills

- Excellent verbal and written communication skills in English – **Essential**
 - Microsoft Office knowledge – **Essential**
 - Strong Excel skills – **Essential**
 - Computer literate – **Essential**
 - Strong attention to detail – **Essential**
 - Accuracy and responsibility – **Essential**
 - Excellent communication skills – **Essential**
 - Education background in economics/finance/administration – **Desirable**
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This is a tremendous opportunity for any applicant. If you feel that you meet the criteria above, please send your application through the Alfa Energy Group website at:

[Edison Energy | Alfa Energy | Altenex Energy | Code Line Solutions - Junior Finance Administrator \(lever.co\)](#)

Energy Trading Company d.o.o. is an equal opportunity employer.