



ABOUT US

Deutsche Oel & Gas S.A. based in Luxemburg is the holding company of the Deutsche Oel & Gas Group which is focused on the exploration of natural gas and crude oil in the Cook Inlet basin, Alaska. The Deutsche Oel & Gas Group holds the majority of the mineral rights which entitle it to explore and produce crude oil and natural gas in a 337 square-kilometres area called the "Kitchen Lights Unit" located within the Cook Inlet basin.

YOUR ROLE

We are looking for an accountant with at least 3 years of experience in Luxemburg in a similar role. While reporting directly to the CFO as well as to the office manager of the group, you will be responsible to manage on a daily basis both administrative, accounting and reporting matters.

ACCOUNTING

- Preparation of accounts payables/receivables;
- Preparation of monthly / quarterly / semiannual and annual reporting;
- Bookkeeping of invoices / cash reconciliation, preparation of the daily accounting;
- Establish cash situations and prepare payments;
- Liaise with external service providers on audit and tax matters;
- Be part of ad hoc projects with accounting and controlling department;
- Prepare VAT returns;
- Involves Financial Reporting and other related activities;
- Maintenance of relevant files for audit purposes;
- Report directly to the CFO and the office manager;
- Participate in the set-up of an efficient and adequate accounting and reporting processes, including monitoring controls on those processes.

OTHER

- Act as an effective team member within the unit and with other unity by imparting knowledge and offering assistance as appropriate;
- Seek to learn quickly and continually improve your knowledge;
- Additional tasks that may from time to time be required which are appropriate to the role and business requirements.

YOUR PROFILE

- A bachelor or a master Degree in accounting, finance, economics or equivalent;
- At least 3 years experience in a similar position;
- Strong experience with Luxembourgish Tax declaration (IRC, ICC, IF, VAT);
- Experience in working with Soparfi's (knowledge of SIF/SICAR structures will be seen as an asset);
- Excellent knowledge of other Luxembourg regulatory obligation would be useful;
- Excellent knowledge and experience of Microsoft Office products (Excel, Word and Outlook will be used extensively);
- Knowledge of Bob Sage;
- Proven experience in Analytical Accounting and reporting tasks is needed;
- Perfect knowledge of Lux GAAP and knowledge of IFRS standards will be an asset;
- Fluency in english (being our corporate language) french and german (some knowledge of other languages would be useful though not essential);
- Self-motivation and the ability to work without constant supervision;
- Ability to organize and prioritize work within defined timeframes.

CONTACT

If your skills and experience meet our requirements, please send your application including credentials with the following reference «**Accountant/Financial Reporting**» via email to **hr@deutsche-oel-gas.com**.