



## 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 a Qualified Accountant being able to assist other colleagues. While reporting directly to the CFO as well as to the office manager of the group, your duties will be centered on accounting and reporting tasks:

## ACCOUNTING

- Processing of invoices, expenses and other receipts and payments;
- Download and record banking transactions, from multiple banks, creating entries and reconciling intercompany cash pooling balances;
- Monitoring and initiation of banking transactions through electronic banking platforms. Preparation of monthly tax calculations and provision entries, maintain quarterly reconciliation summaries and reporting of tax liability accounts;
- Preparation, review and control monthly trial balances for the company;
- Maintaining and control VAT reporting and preparation for filing the appropriate VAT returns;
- Management of transaction linked to dividends and investments;
- Responsibility for archiving of important legal and fiscal documentation of the group;
- Preparation of annual and interim financial statements;
- Management and supervision on the daily accounting operations ensuring compliance with Lux GAAP and regulatory requirements.

## REPORTING

- Preparation of the reporting towards the authorities (CSSF, BCL) and Intra-group reporting;
- Participation in the set-up of an efficient and adequate accounting and reporting process, including monitoring controls on those processes;
- Define, issue and update accounting and reporting documentation;
- Preparation ad hoc information and support to address questions from both local management and from external partners.

## 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 5 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 IFRS standards;
- 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 «**Qualified Accountant**» via email to [hr@deutsche-oel-gas.com](mailto:hr@deutsche-oel-gas.com).