



**Polipak Sp. z o. o. , part of Sarantis Group,  
in connection with the planned completion of an investment in one of the most modern  
factories  
producing polyethylene film and packaging is looking for candidates for the position:**

## **Independent Accountant(s)**

**Place of work: Środa Wielkopolska**

**The tasks we want to give you are:**

- Timely closing of accounting areas according to the month and fiscal year closing schedule
- posting of cost and raw material invoices
- formal and accounting control of the received accounting documents
- keeping records of fixed assets
- posting bank statements, balance sheet valuation of settlements
- analysis, verification, reconciliation and monitoring of accounting account balances
- conducting settlements with recipients and suppliers (control of receivables and liabilities, preparing transfers)
- preparation of reports in MS Excel spreadsheets
- preparation of tax settlements of JPK-VAT, VAT-EU (including transactions of WNT, WDT, export, import) and CIT income tax
- reporting to the CSO
- active participation in the year-end closing and audit of the financial statements
- preparing statements and data for the Finance Manager
- cooperation with other departments of the company in the field of accounting documentation and document flow

**Our expectations:**

- relevant education (economics, accounting, finance)
- min. 5 years of experience in an independent accounting position
- understanding of the accounting processes taking place in a manufacturing company
- up-to-date knowledge of regulations within the scope of the Accounting Act, VAT and Corporate Income Tax and ability to apply them in practice
- practical knowledge of MS Office - in particular Excel
- conscientiousness, accuracy, very good organization of work
- English language skills, both written and spoken, at a level which enables daily contacts via e-mail, telephone and group reports
- high interpersonal skills combined with the ability to work in a team

**What we offer:**

- salary adequate to the qualifications
- high degree of independence in action
- participation in the implementation of the SAP ERP system in the company
- opportunity to gain experience and improve qualifications in an international environment
- necessary work tools (laptop, phone)
- a package of social benefits (group insurance, Christmas gifts in kind and financially, employee referral program, attractive prices of products in the company shop, integration events, fresh fruit, numerous competitions organized for employees, school starter kits for children of employees, etc. )
- English language course financed by the employer
- training in the area of assigned responsibilities
- no dress code

**Apply: [praca@polipak.com.pl](mailto:praca@polipak.com.pl)**

**The company reserves the right to contact selected candidates.**

Information clause for recruitment purposes

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter: RODO), we inform you that:

The administrator of your personal data is: the Company "POLIPAK" Sp. z o. o. , on behalf of which acts the appointed Management Board, based in Sroda Wielkopolska at 16 Harcerska Street, phone: (061) 285-80-54, e-mail: [rodo@polipak.com.pl](mailto:rodo@polipak.com.pl). The data is collected for the purposes of the currently conducted recruitment process or future identical recruitments (for a maximum period of 1 year), the basis for processing is the consent voluntarily and consciously expressed by you in connection with Article 6 paragraph 1a of the RODO.

In accordance with the applicable law, personal data may be transferred to processors (Article 28(1) RODO) and also made available to authorities authorized by law. At the moment we are not cooperating with any entities providing us with employee recruitment services.

The data will only be stored for a period of 1 year or until you withdraw your previously given consent, whereby withdrawal will not affect the previously processed data. You have the right to access your data, the right to rectify it, the right to data portability, the right to erasure or restriction of processing and the right to object to processing. You have the right to lodge a complaint with the President of the Office for Personal Data Protection if you consider that the processing of your personal data violates the provisions of the General Data Protection Regulation of 27 April 2016 (RODO). The provision of personal data by you is voluntary. Unfortunately, the consequence of failure to provide personal data will be inability to consider your application for the vacancy. Your data will not be processed in an automated manner, including in the form of profiling.