

### About the client:

Our client is international manufacturing company. Due to reorganization of operations within the group, we are currently looking for a new Head of Administration who will lead a strategic plant located in Silesia, area of Katowice.

### Position: Head of Administration

### Responsibilities:

The person in charge for the role of Head of Administration will be responsible for administration, accounting & controlling. The profile sought will be the responsible for administration and finance department, reporting to the Group CFO. We are looking for an individual with managerial attitude who will be responsible for:

- supervising and instructing 2 people (junior accountant, industrial controller)
- being in charge for bookkeeping entries, VAT and Tax declaration
- reporting activities: cash flows, profit and loss, report of account payables and receivables, costs and revenues
- managing of factoring operations
- reviewing of accounting entries and accounts
- managing of external consultancies: auditors, tax consultants, etc.
- managing of all projects in place related to the administration department
- monthly closing and management KPI reporting to mother company
- performing budget and forecast
- performing Cash collecting procedure
- managing relations with banks and financial institutions

### Requirements:

- degree in accounting or finance
- min. 5 years' experience in administration or accounting gained within industrial companies as accounting manager, head of accounting, chief accountant, administration manager
- excellent knowledge of excel, Microsoft office and accounting tool
- excellent knowledge of English language
- leadership and ability to motivate people
- knowledge of ERP system MICROSOFT DYNAMICS or similar
- attention to the details
- able to manage dead line, delivering reporting on time

### What we offer:

- interesting financial package
- high level of exposure
- high level of decision and possibility to make an impact

***If you are interested, please send your English CV at [cv@guidiconsulting.pl](mailto:cv@guidiconsulting.pl) adding authorization on managing personal data in accordance with current privacy law, using the clause indicated below:***

*I hereby agree for the processing of my personal data by Guidi Consulting Sandro Guidi based in 32-031 Chorowice, Widokowa 28 street for the purpose of the present and future recruitment process in order to send job offer to my e-mail address given while applying for the position. I acknowledge that I have the right to access and rectify abovementioned personal data by sending an e-mail at [kontakt@guidiconsulting.pl](mailto:kontakt@guidiconsulting.pl) from the address to which the consent relates. Submitting personal data is voluntary, but necessary to accomplish the recruitment.)*

## **INFORMATION CLAUSE**

*If you have ever participated in recruitment processes conducted by our Employment Agency Guidi Consulting Sandro Guidi, 32-031 Chorowice, ul. Widokowa 28, registered in KRAZ under number 13342, or you have ever sent us your CV, we process your personal data provided in the uploaded application.*

*The administrator of this data, reason and basis for processing and other information required by the RODO can be found in the Privacy Policy at this link.*

*Your personal data is processed in order to carry out the recruitment processes conducted by our Agency and its Contractors (potential employers) for any position. In particular, personal data is processed in order to:*

- *conduct and arrange a recruitment interview,*
- *verify the information indicated in your CV regarding the fulfilment of the conditions for participation in recruitment processes,*
- *keep a register of persons who have requested to delete their personal data.*

*At any time, you may withdraw your consent by contacting employer at [kontakt@guidiconsulting.pl](mailto:kontakt@guidiconsulting.pl)*

*Your personal data specified in the Labour Code or in other specific acts (as required by the advertisement) are processed on the basis of legal regulations and their submission is necessary to take part in the recruitment process. We process other personal data (e.g. your image) on the basis of your voluntary consent, which you have given us when sending us your application and their inclusion shall not affect eligibility for the recruitment process.*

*We may also process your personal data included in your application to determine, pursue, or defend against a claim if the claim relates to our recruitment process. For this purpose, we will process your personal information in accordance with our legitimate interest to determine, pursue, or defend against claims in legal proceedings before the courts or government authorities.*

*You have the right to access your data, including obtaining copies of them, correcting them, demanding their deletion, limiting their processing, objecting to the processing and transferring the given data (for the processing of which you have consented) to another data controller. You also have the right to lodge a complaint with the General Inspector for the Personal Data Protection (in the future: the President of the Office for the Protection of Personal Data). Withdrawal of consent shall not affect the lawfulness of processing carried out on the basis of the consent prior to the withdrawal.*

*We process your personal data in order to conduct recruitment for the position indicated in the advertisement for a period not longer than 365 days from the moment of submitting your CV and when you consented to participate in future recruitment for a period not longer than 2 years from the moment of submitting your CV. In addition, we may retain your personal information for the purpose of establishing, pursuing, or defending against a claim related to the recruitment process for a period of up to 3 years from submitting your CV.*

*We will pass on your personal data to the potential employer. We do not transfer your personal data outside the European Economic Area. If you have any questions, you can contact us or our Data Protection Officer at [kontakt@guidiconsulting.pl](mailto:kontakt@guidiconsulting.pl) Due to the processing of personal data by Guidi Consulting Sandro Guidi, you have the right to:*

- *access to your personal data,*
- *correct these data,*
- *delete these data,*
- *restrict the processing of these data,*
- *transfer of data,*
- *withdraw of consent at any time.*

*In order to make one of the above, you can send an e-mail to [kontakt@guidiconsulting.pl](mailto:kontakt@guidiconsulting.pl) along with an appropriate statement.*

*At the same time, we would like to inform you that in the case of proven and justified non-compliance of data processing by Guidi Consulting Sandro Guidi with the Regulation, you have the right to lodge a complaint with the supervisory authority. In case of further questions related to your personal data, please contact [kontakt@guidiconsulting.pl](mailto:kontakt@guidiconsulting.pl) .*