



LEDGER CLERK . VILNIUS, LIETUVA

Magma Aviation has an exciting opportunity for a **Ledger Clerk** in **Vilnius, Lithuania**. The successful candidate will maintain accurate accounting records and support the Finance function to ensure financial targets are met manage accounts receivable and payable, ensure timely payment runs, and maintain strong working relationships with operational and finance teams. We are looking for a candidate who is detail-oriented and enjoys problem solving with a team-focused approach.

Purpose of the Role

- To maintain and produce accurate accounting records and to maintain appropriate financial controls for the business areas assigned
- To provide support to the Finance function in keeping the accounts, recording and maintaining financial transactions and preparing regular statements to ensure the Company's financial targets are met
- To work in line with the company Finance Strategy;

Key Responsibilities of the Role

- Enter sales invoice details into accounting software accurately.
- Support the recovery of debts owed to the company.
- Enter purchase invoice details into accounting software accurately.
- Proactively ensure purchase invoices are properly authorised, compliance checked and paid when they fall due utilising credit terms where appropriate.
- Ensure payment run for invoices due each week is completed and that payments created are on online bank system.
- Participate in conference calls to ensure effective sharing of information and full awareness of others in the finance team and other offices if applicable to the job role.
- Treat sensitive data with care and in a confidential and professional manner.

What will our ideal candidate have?

- Either a qualification or currently obtaining a qualification
- 1+ years of experience is desirable
- To be based near Gatwick
- Excellent time management skills
- Team player to work in a fast-paced environment

What's It In It For You

- Comprehensive benefits package
- Study support for accounting qualification
- Opportunity to join a global company and be part of a diverse international team
- Unlimited access to thousands of courses on LinkedIn Learning platform

Magma Aviation is proud to be an equal opportunity employer committed to workplace diversity

Magma Aviation commercially markets dedicated wide-body cargo aircraft capacity, contracted on an exclusive basis from third-party airlines.

The UK-based company currently manages a fleet of Boeing 747-400F aircraft and offers a range of ad hoc and regular flying capacity to freight forwarders, logistics providers, and charter brokers.

Whether it's moving perishable cargo from Africa to Europe, or a shipment of automotive components around the world - Magma tailors its services around the client's specific needs.

Magma Aviation is a subsidiary of the Chapman Freeborn Group, who combine over 45 years of experience with unrivalled global coverage to meet the air charter requirements of customers 24 hours a day, 365 days a year. Chapman Freeborn's depth of aviation expertise includes managing passenger and cargo charter operations, aircraft leasing, humanitarian airlifts, and much more.

The Chapman Freeborn Group is also family member of Avia Solutions Group, the largest aerospace business group from Central & Eastern Europe with 83 offices and production stations providing aviation services and solutions worldwide.

Recruitment agencies: please note we have an in-house recruiter alongside a preferred agency list which we review annually. Therefore, we do not accept any CVs or applications sent to us on a speculative basis. We are pro-active in reaching out to agencies if there is a business need so please refrain from calling us.

Darbo užmokestis: nuo 1200 € iki 2200 € (bruto)

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