

# Accounts Payable Assistant

*Are you a detail-oriented individual with a passion for numbers? We are seeking two talented Accounting Assistants to join our team in Corporate Finance. In this role, you'll play a vital part in ensuring that cost and expense documents are accurately recorded.*

*Your meticulous attention to detail will be essential in reflecting revenue and expenses in our accounting records, adhering to applicable legislation, company regulations, circular letters, approvals, and generally accepted accounting principles.*

## **BWSC – Ever better energy!**

Join us in our mission in building a world of sustainable energy and make a meaningful impact on the world of power generation and energy conversion.

BWSC is a leading player in the power generation industry, specializing in the service, operations, and maintenance of power plants. We are at the forefront of sustainable energy solutions, working closely with Original Equipment Manufacturers (OEMs) to develop and construct cutting-edge power-to-x facilities. Our commitment to excellence, innovation, and environmental stewardship sets us apart in the industry.

## **What will you do**

We are looking for a skilled accounts payable assistant to join our highly dynamic accounting team. The scope of work is day-to-day account payables bookkeeping tasks, including:

- Invoice matching/booking
- Supplier payments
- Supplier statement follow up
- Accounts Payables month-end closing and reconciliations
- Improving accounts payable processes
- Audit support
- Bank reconciliation
- Ad hoc accounting tasks

## **Qualifications**

Your attention to detail, analytical skills, and knowledge of accounting principles will be crucial for success in this role

- Strong understanding of bookkeeping and accounting
- Experience with bookkeeping related to A/P, PO's, assets, VAT, etc.
- Experience with reconciliations and audit
- Experience with and ability to navigate in accounting systems
- Service-minded and possessing good communication skills
- Problem-solving
- Attention to detail, meticulous and accuracy in financial record-keeping
- Ability to work independently and as part of a team
- Good communication skills in English

## **On the personal side**

To be successful in this job, we believe you possess some of the below personal qualities.

- Motivated to deliver good quality and to support others
- Self-driven and trustworthy
- Independent as well as being a team player
- Patient and comfortable with repetitive work
- Able to easily adapt to new systems

BWSC is currently undergoing a transition phase, upgrading processes and ways of working, and the right candidate must be able and willing to navigate and support an environment undergoing change. We are seeking a candidate that has an interest in optimizing and developing new and better ways of working.

## **What do we offer?**

By joining BWSC you get the chance to impact and contribute to meaningful projects that promote sustainability and environmental responsibility. We offer an exciting position in a dynamic, skilled,

and collaborative work environment. Further we promote opportunities for professional development and growth.

We have a good canteen, fitness facilities, and an active Staff Club contributing with various types of events and activities. Our HQ is placed in Allerød, near the train station and only a 30 min ride from centre of Copenhagen.

### **We look forward to hearing from you**

We will review applications and proceed with relevant candidates on an ongoing basis, so please make sure to apply as soon as possible – and no later than 4 April 2025. We look forward to receiving your application. If you have any questions regarding the position, please do not hesitate to contact Tine Larsen at [TILA@bwsc.dk](mailto:TILA@bwsc.dk)

BWSC wants to promote equality and diversity. We encourage all qualified candidates to apply - regardless of ethnic background, gender, sexual orientation, disability, religion, or age. We therefore recommend not stating age etc. on application documents.

Get to know us even better at our website, [www.bwsc.com](http://www.bwsc.com), where you can learn more about our projects, our strategy and what we want to achieve at BWSC.

*BWSC no longer receive, or handle applications received via email due to the directives of the GDPR. For your application to be processed, you must submit your application via our online recruitment system.*

### **About BWSC**

*Burmeister & Wain Scandinavian Contractor A/S (BWSC) is a global power plant Operation & Maintenance and technical service provider with engineering expertise, enabling power plant owners to deliver cleaner and affordable energy. We are experts in servicing, upgrading, operating, and maintaining energy systems for diesel, natural gas, and renewable baseload power plants. We help our customers increase reliability and availability of energy production, improve efficiency and performance of their power plant, design and integrate future-proof technologies, and secure lower cost of maintenance. At BWSC, we work with customers in Europe and beyond to tackle energy storage, carbon capture, Power-to-X and related energy transition challenges.*

*Our people are at the core of everything we do and key to a positive relationship with our customers. We invest in our people and their wellbeing, to ensure continued success and growth of the company.*