

Accountant / Officer Manager

Pessac

About eShard

Created in 2015, eShard is a technology company specializing in the security of mobile or connected objects: electronic chips, mobile applications or any other communicating object for which there is both the storage of personal data and the exchange of information.

Our role is to provide our customers, designers or users of connected objects with the means to control cyber risk and to ensure that the objects integrate the right level of protection.

To do this, we have assembled a team of specialists, researchers who are experts in cryptology and security of mobile applications, and we offer our customers a range of tools and services: SaaS platform, software, technical training and security testing service. We work with the biggest names in global technology. We do more than 80% internationally, we have opened a subsidiary in Singapore since 2018.

In order to reinforce our administrative team, we are recruiting an Accountant / Office Manager based in Pessac, reporting to our Chief Financial Officer.

eShard provides an attractive remuneration package including an incentive plan and good health insurance.

Post description

Responsibilities

You are a highly motivated person, willing to support an efficient and flourished team in a fast growing international technical company :

- You manage the bookkeeping of the Group : direct entries for France and support of external advisors for our subsidiary ;
- You deal with tax declarations : VAT, export, etc.
- You prepare internal reporting and dashboards ;
- You follow-up on staff management for the whole employee life cycle : payroll, benefits, contracts, holidays, etc.
- You are responsible for the office management in a multi-sites environment (Pessac, Marseille, Singapore...) : supplies orders, post, bookings, administrative assistance, etc.

Your day-to-day at eShard for this position

Here are examples of a set of tangible assignments you would be responsible for:

You are contacted by one expert from our technical team who needs some material to prepare a client delivery. You check with him the reference of each item before processing the order and payment.

A new colleague is about to join the team. You make sure to get all administrative information and proceed with the employment declaration and subscriptions in time. You anticipate and check with the IT referent which equipment is needed and order it. You liaise with the Talent Manager to organize the integration meetings for his/her first days at eShard and you plan a welcome coffee with the team.

This is the time for you to prepare the monthly closing for the French entity. You download the latest bank details and check that you have already recorded all corresponding invoices. Although you were rigourous and booked the entries on a regular basis, there are some debits which remain unbalanced. You investigate to get all necessary receipts. Nothing should stay in the suspense account ! You check as well that you've booked all entries (payroll, depreciation, prepayments, accruals, VAT, etc.) through the P&L and Balance Sheet exhaustive review. Once you've reconciled all accounts, you prepare the analytical reporting in the dedicated Google sheets and provide explanations about the main variations.

You send all the documents to our outsourcing company in Singapore for them to proceed with the monthly closing of our subsidiary. A few days later, you receive the monthly accounts and check the data accuracy. You focus on the intercompany

transactions and the current account reconciliation. After some clarification about analytical input, you integrate the figures into the reporting and consolidate the Group P&L.

On a monthly basis, you elaborate the expenditure follow-up for our funded R&D projects. You report the hours spent per employee and the purchases linked to each project. The CFO needs reliable data to present the progress report to the management team. At the end of the contractual period, you liaise with the auditors to get their statement which is required for the administrative closure and the subsidy balance payment.

You are

You are excited to join an organization that has a strong impact in an international and highly dynamic technical environment.

What describes yourself includes:

- You have 3 years of experience in bookkeeping and tax declarations in a service company,
- You have a track record of elaborating reporting dashboards,
- You have already worked in staff management and you are aware of its sensitivity at times,
- You are experienced in providing administrative support,
- You are organized, autonomous and rigorous,
- You know how to manage your time and you have a sense of priorities,
- You feel responsible and your nature is to take initiatives and find solutions,
- You like to interact with your colleagues and you feel comfortable to work in a multicultural environment,
- You recognize yourself within eShard core values : Excellence, Collaborative, Disruptive and Trusted,
- You are at ease with written and spoken English.

Your benefits

- Competitive compensation package
- Flexible working hours, remote-friendly environment
- Strong focus on personal development
- Comprehensive health insurance policy offering extensive medical, dental and vision care coverage
- Meal Vouchers
- Annual company outing plus snacks and drinks

Interested?

Send your resume and motivation letter to:

career@eshard.com

Get in touch



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