

Position: Consolidation, Administration & Tax Trainee

Department	Consolidation, administration & tax
Supervisor	Pedro González Céspedes
Main Functions	<ul style="list-style-type: none"> • Collaborate in the preparation of the quarter reports to EDP Group and Audit Committee. • Collaborate in respect with the external services approval process (big 4 companies). • Managing data retrieved from SAP/magnitude accounting tools with different purposes (valuations, estimations, etc). • Collaborate with the execution of the compliance tasks the department is involved in. • Monitor and collaborate in the review of PPA contracts at corporate level. • Assistance in the performance and review of financial due diligences in M&A processes • Assistance in the review of relevant contracts derived from acquisitions and sales of projects and/or companies (SPA, SHA, DSA...) • Ensure the fulfilment of certain internal approval processes. • Collaborate with the review of internal audit findings concerning the department. • Collaborate with other members of the department in specific projects (IFRS standards, accounting review, etc). • Collaborate with other members of the department in the implementation and on going maintenance of IFRS 16/SAP RE. • Collaborate with other members of the department in SIM project tasks • Other related tasks required
Qualification (Engineer, Economics...)	<ul style="list-style-type: none"> • Business Administration/Economics degree • Professional experience in an accounting department appreciated
Languages	<ul style="list-style-type: none"> • Spanish, English (C1) and others languages are appreciated
IT Skills	<ul style="list-style-type: none"> • Excel, Power Point and Word. SAP Knowledge is a plus
Other skills	<ul style="list-style-type: none"> • High organizational awareness, ability to work concurrently in multiple projects. Motivation towards continuous improvement, effective problem solving and good communication skills. Proactivity and enthusiasm towards tasks performance and learning. Innovative, self-motivated and detailed-oriented.

Workday	Monday to Thursday from 9:00 to 18:30 / Friday 9:00 to 15:00
Duration	Annual (6 months + 6 months)
Contact	francisco.suarezalonso@edp.com