

## **Job description : Administrative & Treasury Assistant Europe**

Neoen is one of the world's most dynamic independent producers of renewable energy. With a capacity close to 3 GW in operation or under construction, Neoen is a high-growth company. Neoen is notably active in France, Australia, Mexico, El Salvador, Argentina, Finland, Portugal, Ireland, Zambia and Jamaica. In particular, Neoen operates Europe's most powerful solar PV farm (300 MWp) in Cestas, France, and the world's largest lithium-ion power reserve (100 MW/129 MWh storage capacity) in Hornsdale, Australia.

A player in the fight against global warming and the energy transition, Neoen's mission is to design and implement the means to produce the most competitive renewable electricity, sustainably and on a large scale. As a responsible company whose long-term vision is reflected in a strong and sustainable growth strategy, Neoen is targeting more than 5 GW capacity in operation or under construction by 2021.

Neoen (ISIN Code: FR0011675362, ticker: NEOEN) is listed in Compartment A of the regulated market of Euronext Paris.

For more information: [www.neoen.com](http://www.neoen.com)

In order to provide assistance to the Europe finance team, we are looking for an Administrative & Treasury Assistant.

### **Your mission**

You will report to the Regional Financial Controller Europe & Africa based in Lisbon and bring support to the team with the following tasks:

- Processing invoices in accordance with the analytical rules;
- Creating new suppliers ;
- Liaising with suppliers and following up on payments;
- Managing the opening of the bank accounts;
- Reconciling the invoicing system with outstanding balances (working capital reconciliation);
- Bank reconciliation;
- Checking support information for expense reports;
- Assisting with corporate matters where necessary (e.g.: company secretarial, arrange signing of documents);
- Providing assistance on other duties as required.

These assignments are non-exhaustive and must be carried out in compliance with Group deadlines and procedures.

### **Your profile**

- You hold a degree relevant for a position of Administrative & Treasury Assistant and have a minimum of 5 years' experience in similar position;
- You are reliable and rigorous, with proven communication skills. Your Portuguese and English are fluent (written and spoken), and French would be a plus. You have excellent time management skills and the ability to prioritize work. You are very organized and have ability to multi-task.

## **Working conditions**

- Contract : permanent ;
- Location of work : based in Lisbon.

**Submit your application to :** Félix Davet Caudron – Senior Financial Controller Europe & Africa  
[felix.davet@neoen.com](mailto:felix.davet@neoen.com)