



# A world class team looking for a world class colleague!

## Are you our new Finance Assistant?

### Job Overview

**Sivers Semiconductors** is an international semiconductor company focused on wireless and optical communications through two segments, Wireless, and Photonics. **Sivers Wireless** develops radio frequency (RF) chips and antennas for advanced 5G systems, 60 GHz communication systems, and satellite communications (SATCOM).

We are seeking a Finance Assistant with minimum 3 years in a Finance role who is a highly competent user of Microsoft software packages, in particular Excel.

### Responsibilities:

- Daily management and ownership of the Accounts mailbox
- Processing supplier invoices, expenses and credit card statements - ensuring all costs have a valid PO or approval and are coded correctly
- Managing Accounts Payable ledger – reconcile supplier statements, resolve supplier queries and chase VAT invoices for any payments on account
- Daily bank reconciliations and preparation of weekly supplier payment runs
- Monthly VAT reconciliation and submissions
- Responsible for monthly payroll processing, posting payroll journals, month end reconciliations, pension compliance, tax administration and payments
- Process month end bank, AR and AP ledger reconciliations including FX revaluation postings
- Assist with month end accruals, prepayments and FAR reconciliations
- Processing of customer invoices – update internal invoice register, customer invoice trackers and CRM
- Credit control - regular contact with customers to ensure payments are collected on a timely basis
- Shipping – update shipping register with daily shipment details, track shipments and issue shipping notifications to customers
- Provide assistance and general support to the Finance department

## Essential experience

- Minimum 3 years in a Finance role
- Highly competent user of Microsoft software packages, in particular Excel
- Experience of using ERP such as Monitor or NetSuite
- Swedish social security number
- Fluent in English, oral and written

## Personal Fit

- Open, pragmatic, team player
- An ability to follow written and oral instructions
- Disciplined, diligent and hard working with an eye for detail
- Enthusiastic, with a high degree of commitment to personal development, and a passion for achieving success
- Result orientated with sense of urgency whilst quality conscious and self-going
- Be willing to uphold company standards, act as a role model and take ownership of tasks

## Reporting To:

Financial Controller

## Location:

Kista, Sweden

## What we offer:

An opportunity to join a professional financial team in a fast-moving company with emerging technologies. Possibility to hybrid work, gym and parking.

## Application:

Send to [career@sivers-wireless.com](mailto:career@sivers-wireless.com). We will continuously review applications.

*We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*