

*Do you still think of Shell as an oil company? In fact we are a global group of energy and petrochemicals companies, operating in over 140 countries and territories and employing more than 112,000 people. Our core values of honesty, integrity and respect for people define who we are and how we work.*



**Royal Dutch Shell plc. (Shell)** has developed a global network of Shell Shared Service Centres to provide first-class services to Shell companies across the world. 4 centres are currently in existence in Glasgow, Guatemala, Kuala Lumpur and Manila. **A 5th centre has been opened in Kraków in 2006** providing services of accounting, procurement, HR and data management for some Shell companies within Europe. This network provides a platform for large-scale specialist expertise and process knowledge to deliver operationally excellent and robustly controlled processes. Currently we are looking for:

## SENIOR PROCESS ACCOUNTANTS

(e-mail: [ts50s@hrk.pl](mailto:ts50s@hrk.pl))

## PROCESS ACCOUNTANTS

(e-mail: [tp50s@hrk.pl](mailto:tp50s@hrk.pl))

**Requirements:** • experience in accountancy (min. 1 year for Process Accountants, min. 3 years for Senior Process Accountants) • in-depth accounting knowledge in the particular field (General Ledger, Treasury and Banks, Fixed Assets, Stocks Accounting, Accounts Payable, Accounts Receivable) including controls • university degree • very good English (written and oral) • good analytical skills and attention to details • good interpersonal skills (team-player) and customer focus • experience in using computer accounting systems (i.e. SAP, BAAN, SUN, JD Edwards, Scala) • good working knowledge of MS Office tools and MS Outlook • managerial experience will be an asset for Senior Process Accountants.

## ACCOUNTING ASSISTANTS AND GRADUATES

(e-mail: [ta50s@hrk.pl](mailto:ta50s@hrk.pl))

**Requirements:** • accounting knowledge • experience in accountancy will be an asset • good knowledge of Excel, Word and MS Outlook • very good English (written and spoken) • good command of second foreign language will be an asset (Czech, Slovak or German) • university degree (extramural students are welcome) • good interpersonal skills (team-player) • attention to details • good analytical skills.



### CZECH-SPEAKING ACCOUNTANTS & ASSISTANTS

(e-mail: [cze50s@hrk.pl](mailto:cze50s@hrk.pl))



### SLOVAK-SPEAKING ACCOUNTANTS & ASSISTANTS

(e-mail: [svk50s@hrk.pl](mailto:svk50s@hrk.pl))



### GERMAN-SPEAKING ACCOUNTANTS & ASSISTANTS

(e-mail: [ger50s@hrk.pl](mailto:ger50s@hrk.pl))

The candidates interested in the offers are requested to send their documents (CV and motivation letter in English with the clause on personal data protection) at the appropriate e-mail address.

**We offer a unique opportunity to participate in setup of a new organization based on international standards, challenging tasks and growth opportunities in a motivating work environment.**

