



## Finance Specialist (Odoo Expert) – 8 Years

### Job Type:

Full-time, Contract & Onsite Job

### About Us

At **IT Solutions Hub**, we are committed to providing strategic financial and business solutions that drive operational excellence and sustainable growth. Our team of seasoned professionals works closely with businesses to optimize financial operations, implement innovative solutions, and streamline accounting processes. We offer a dynamic work environment that fosters **professional development, collaboration, and excellence.**

### Key Responsibilities

- Manage and record all financial transactions in **Odoo ERP**.
- Handle **supplier payments, tracking, and reconciliation**.
- Maintain **accurate bookkeeping and financial reports**.
- Generate **Excel-based financial reports and dashboards**.
- Assist in **tax return preparation and compliance**.
- Prepare and manage **employee salary slips**.
- Maintain **staff administrative records**.
- Process **online payments and banking transactions**.
- Oversee **month-end and year-end financial closing activities**.
- Handle **email communication with vendors and clients**.
- Ensure proper **data maintenance and financial documentation**.
- Support other **administrative finance-related tasks** as required.

### Required Qualifications & Skills

- **8+ years of experience** in finance, accounting, or a similar role.
- **Proficiency in Odoo ERP** (mandatory).
- Experience with **Exact Online** (preferred but not required).
- Strong **financial reporting and bookkeeping** skills.
- Proficiency in **Microsoft Office** (Word, Excel, PowerPoint).
- Ability to **communicate effectively** with international vendors in English (written & spoken).





- **Detail-oriented, well-organized, and a strong team player.**
- **Ability to multitask** and manage multiple financial operations efficiently.
- Bachelor's or Master's degree in **Finance, Accounting, Business Administration**, or a related field.

### **Benefits**

- **Competitive salary based on experience.**
- **A lot of learning opportunities to enhance your skills and career growth.**
- **Dynamic and collaborative work environment**
- **Travel reimbursement.**

### **How to Apply**

If you meet the above qualifications and are passionate about financial excellence, we encourage you to apply! Send your CV to **[info@itsolutionshub2010.com](mailto:info@itsolutionshub2010.com)** with the subject "**Finance Specialist – Odoo Expert Application.**"

