

eSett Oy is a company formed and jointly owned by the three Nordic Transmission System Operators (TSO) Fingrid Oy, Statnett SF and Svenska kraftnät and it is headquartered in Finland. eSett provides imbalance settlement services to the electricity market participants in Finland, Norway and Sweden. The purpose of the imbalance settlement is to establish financial balance in the electricity market after the operation hour. Our customers are energy companies that are active in the Nordic Energy Market.

As part of financial settlement operations, we are recruiting an Administrative Specialist

for carrying out especially settlement related customer services, invoicing processes and supporting Financial Manager in financing and accounting. Other administrative tasks like documentation management, internal communication, payroll contact coordination and other HR -related tasks are part of your job. We are providing customer service in English, Swedish, Norwegian and/or Finnish languages.

A successful candidate has competences like:

- Good knowledge on financial administration, payment processes and electronic invoicing practices.
- Experience on banking and invoicing (VAT) are seen as plus
- Basic knowledge of HR practices
- A suitable degree in Finance or Accounting, BA level
- 2-3 years previous experience in the area
- Fluent or native communication and collaboration skills in English, Swedish/Norwegian and good understanding of Finnish language

and personal qualities like:

- Diligence and accuracy to ensure correct outcomes of the financial settlement
- Good collaboration, team working and communication skills
- Capability to organize things
- Willingness to work hands-on and concentrate also on details
- Ability to fill any competence gaps through learning
- Ability to take initiative to resolve encountered challenges and develop the working methods

eSett Oy offers you a great opportunity to be part of a development of Nordic electricity market, nice and supportive team to work with, challenging tasks and possibility to develop yourself.

For further information, please call Ms. Sanna Leppäluoto at S&S Consulting, tel. +358 50 344 6864. Please submit your application and CV with your salary request in English through the link <http://www.ssconsulting.fi/tyonhakijalle/> by 17th June 2017. Please fill in the application form well, especially your personal information and work experience.