



## EF Education, Paris - Assistant Financial Manager

### The role

We are looking to strengthen our Finance team in Paris with a highly driven and enthusiastic Assistant Financial Manager. You will be a key player in the Finance Team in Paris. You will work with accounting, reporting, budgeting, legal and financial analysis for EF in France. In particular, you will be responsible for the processes relating to vendor invoicing and quarterly closings. You will also be expected to contribute in the improvement of processes and routines for accounting and reporting. You will report directly to the Financial Manager in France. The work environment is international and some travel in the region might be required.

### Qualifications

- Fluent French, speaking, reading and writing.
- University degree, major in Accounting or Finance.
- Some years of relevant work experience within Finance, Accounting, Audit or Financial Control.
- Great analytical skills and good knowledge of data processing.
- Very familiar with tools like MS Excel and database applications.
- Experience of team management is considered an advantage.
- Some knowledge in general French legislation is a plus.
- Flexible personality
- Fluency of spoken and written English, additional language is a plus
- Proper work authorization for this opportunity (European work permit)

### Why work at EF?

- **We are international.** With a global network of offices and schools, EF is able to offer an international career in any part of the world.
- **We are entrepreneurial.** EF has grown into the largest international education company by hiring people who are street smart and “can get things done”. Our entrepreneurial spirit is at the core of what makes working at EF a ton of fun.
- **We embrace change.** Be prepared to join a flexible organization where no day is the same. We believe change is key to business success, personal development, and career progression.

Applications should be sent to:

[andreas.lindarang@ef.com](mailto:andreas.lindarang@ef.com)

## About EF Education

*EF is the world leader in international education. Our mission is to open the world through education and so far we have helped over 15 million people learn a language, discover the world or earn an academic degree.*

*We have fifteen subsidiaries and non-profit organizations, schools and offices in over 50 countries and employs over 40,000 staff and teachers. In today's increasingly complex and interdependent world our mission is more relevant than ever.*

*EF is an equal opportunities employer. EF offers competitive salaries and a multicultural working environment. If you are motivated by the prospect of an international career with a dynamic and forward-thinking company, we want to hear from you.*



## EF Educational Tours, Paris - Assistant Payroll Manager

### The role

We are looking to strengthen our Finance team in Paris with a highly driven Assistant Payroll Manager, who will manage Tour Director contracts and payroll for EF Educational Tours. The position is based in our Paris office next to l'Opéra. The starting date is end of January or beginning of February. It is a 9-month CDD contract.

### Profile

You need to be well organized, attentive to details and experienced with IT-systems. The main system which is used is ADP. You also need to be familiar with Excel.

You need to have a good knowledge of French and English.

An educational background in finance or administration is a plus.

Applications should be sent to:

[andreas.lindarang@ef.com](mailto:andreas.lindarang@ef.com)

### About EF Educational Tours

*"For over 50 years EF has been working toward one global mission: Opening the World Through Education. Our immersive educational travel opportunities give students the ultimate combination of knowledge and firsthand experiences to produce globally minded, career-focused citizens. EF Educational Tours offers hundreds of fully accredited educational itineraries to meaningful destinations around the world."*