



Title: Junior Consultant

Based: New York

Job Scope:

As Junior Consultant, you will experience the excitement and energy of being part of a fast growing and visionary finance company, located both in New York and San Francisco. The Junior Consultant will provide dedicated day-to-day support for Lisan Finance's clients and will participate in the development of Lisan Finance's business.

Job Details

You will own the reporting process for our clients on a monthly basis. Here are some of the things you'll be doing:

- Producing meaningful, business-oriented reporting, which will be used by CEOs and Board of Directors to make strategic decisions.
- Managing the bookkeeping process, relying on client's internal resources and leveraging available accounting automation solutions
- Organizing monthly cut-offs to meet reporting deadlines
- Helping our clients manage their day-to-day operations:
 - Sales admin: cash collection support,
 - Purchase admin: bills approval and payments
 - HR: controlling expense reports, preparing payroll data
- Assisting new clients in the set-up of their activity in the US: incorporation, accounting and HR...
- Building business plan frameworks under the supervision of the manager.

Necessary Skills & Experience

- 1-2 years of experience in a finance or consulting position. Start-up background preferred.
- Business-driven
- Strong written and verbal communication skills.
- Understanding of the consulting business' constraints, especially when it comes to time management
- Ability to multi-task in a fast paced environment
- Excellent proficiency with IT tools, especially Excel
- Strong organizational skills
- Strong attention to details. Excellent work ethic.
- Good business judgment
- Very good finance and accounting understanding
- Fluency in French and English required.
- Master Degree or equivalent preferred

Other

- Citizens / Work visa preferred



About Lisan Finance:

Lisan Finance provides ambitious, high-tech entrepreneurs with an end-to-end financial management solution designed to drive their business towards success:

- Powerfull reporting and forecasting tools
- Day-to-day financial management services (including accounting, payroll, planning, purchasing, human resources, and facilities management)
- A clear understanding of entrepreneurs' concerns and board of directors' needs

Thanks to intimate knowledge of fast-growing companies' financing challenges, Lisan Finance provides mission-critical, strategic support to startups and investors at most important moments in company's life by:

- Building advanced business plans
- Guiding entrepreneurs through fundraising and M&A challenges
- Advising businesses make strategic decisions

For more information about the company, visit: www.lisanfinance.com

To Apply Please Contact: contact@lisanfinance.com