



**Job Description: Accounting Manager:In (m/f/d).**

We are looking for an Accounting Manager to supervise, track and evaluate day-to-day activities. Accounting Manager responsibilities include establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting information. We are also looking for someone to work closely with our management team.

**About Ashoka Ayurveda:**

Ashoka is the Sanskrit word for "free from worry". Ashoka is the one who brings joy to others. Ashoka is being, knowledge and bliss. This is why we chose the name as our slogan, because joy and happiness have been experienced by our guests with our treatments and care since 2007. Our spas and cure centre are located in unique and beautiful places that specialise in the 5 elements of nature, traditional knowledge and healing. To achieve our goal of rediscovering the true nature of our self, we work with the ancient healing art of Ayurveda.

**Requirements and skills**

You have proven working experience as Accounting Manager

You have advanced computer skills on MS Office, accounting software and databases

You have the ability to manipulate large amounts of data

You have proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations

You pay high attention to detail and accuracy

Language skills: Portuguese & English (fluent spoken & written); German as well as other languages (an advantage)

**Your tasks (Daily operations):**

Overview of daily billing in all three Ashoka locations (Alpino Atlantico, Galomar & Casa velha do Palheiro) consisting of spa treatments & shop sales

Organise and support of the operational teams in daily billing issues

Daily invoicing to future guests using billing software (Moloni)

Daily preparatory accounting for the tax advisors



**We offer:**

An attractive workplace that combines work and relaxation

Working in a family-run company

Personal career plan and numerous development and training opportunities

Temporary employment contract with the possibility of a long-term, permanent contract

Performance-related pay

Discounts at all Ashoka locations and associated hotels

Highly qualified & nice colleagues

Exciting and varied working environment due to the large number of restaurants and event possibilities

Your direct **contact is Maurice Moukom, [backoffice@ashoka-ayurveda.com](mailto:backoffice@ashoka-ayurveda.com).**

We look forward to hearing from you and receiving your application.

Warm regards

Ashoka Ayurveda team