Junior Finance & HR Associate

(Spain - GMT to GMT+1, **Fully Remote**)

Do you want to work in a pioneering company in its sector, with an impact on society and relevant clients at a global level? Are you looking to boost your professional growth, being part of an emerging company? Then Eticas is for you!

At Eticas, we are on a mission to protect people in technology processes and are global leaders in Responsible and Fair AI. Over the last decade, we have developed our cutting-edge methodologies & tools to identify and mitigate bias, promote fairness, and ensure AI & ML algorithms obtain more accurate results. With our flagship Algorithmic Auditing product, we turn ethics into a competitive advantage for our clients. We are the seatbelts of AI.

Eticas is at a crucial point in its history. We have been preparing for years for a time when Responsible AI would be at the top of the global agenda, and we are (finally!) reaching that point. What better a moment than now for Eticas to maximize its potential and expand its reach? It's for this reason we have decided to expand to the US, to supercharge our impact. We need a winning team to execute this plan and assert ourselves as both global leaders shaping the Responsible AI policy agenda, and pioneers in deploying commercial auditing solutions.

What will your contributions be?

We are seeking a Junior Finance and HR Associate to join our team! The ideal candidate will have a strong interest in finance and human resources, and will be responsible for supporting both functions in our organization. The successful candidate will have the opportunity to gain hands-on experience in both finance and HR and to work closely with experienced professionals in both fields.

Your key responsibilities:

- Assist with accounts payable and accounts receivable
- Prepare financial reports and assist with budgeting and forecasting
- Ensure all our data is organized and classified in order to transfer accounting information to external accountants. Liaise with external accountants
- Classify and log documents in our systems in our databases with an excellent level of detail and accuracy. These documents can be anything from contracts to receipts or invoices, etc.
- Conduct research on financial and HR topics and assist with special projects
- Help with recruitment efforts, including posting job openings, screening resumes, and scheduling interviews
- Assist with employee onboarding, including conducting orientation sessions and providing information about company policies and procedures
- Assist with performance management, including conducting performance reviews and providing support to managers
- Help to maintain HR records and prepare reports related to HR metrics
- Provide continuous team support with a problem solving mindset. Take initiative on tasks such as documentation review, information verification and compilation, intra departmental communication, SOP's maintenance, etc.
- Assist with ensuring that the company is in compliance with labor laws and regulations

As part of the team, we would like you to show:

- **Teamspirit & openness:** We are scaling as a team, and it's important to share knowledge and work together. Be a strong team player that can contribute right away and help the group with a variety of tasks and subjects.
- **Be proactive & take ownership:** We will need you to look for the tasks and not for them to look for you. Once you know your role, make it your own; work in our dynamic environment and creatively manage blockers while proactively communicating
- **Be passionate about the Social Impact of Technology:** You'll be a key piece in developing our team and making our ideas possible, taking part in the day-to-day of our contracts and challenging our plans.
- **Eager to improve processes and gear-up to scale:** As a growing company, we expect to be able to rely on you for further improving our processes and scaling our operations as a whole. Proactively identify, analyze and improve upon existing internal and external processes and operational tasks within the organization for optimization.

Requirements:

- Working knowledge of **English** and **Spanish** is **mandatory**
- **Bachelor's degree** in Finance, Human Resources, or a related field
- Experience with **accounting** processes**, conciliations, banking** relations and **classifying data** in the company's databases.
- Strong interest in **Human Resources** management
- Excellent **analytical and problem-solving** skills
- Strong **attention to detail**
- Ability to **multitask** and prioritize effectively
- **Strong communication** and interpersonal skills
- Proficient in **Microsoft Office**, particularly Excel & PowerBI
- Being **open** and **collaborative**. Taking and giving constructive feedback and being always eager to share an idea or suggestion.
- Having an **active, flexible and caring** attitude towards tasks and responsibilities

What does working with Eticas look like?

- We are pioneers of the sector in the world, so our day-to-day is never a routine. We embrace the challenge of learning everyday how to improve in our roles and how to add value to others!
- We work as a community, learning together from an emerging business. You will always count on us! We are diverse in technical and management profiles, whose motivation and knowledge we learn from every day. We really care about what we do, because we want to have an impact on society through our work.
- As we are growing now, we'll offer you an annual gross-salary between **€16.000 and €18.000** (commensurate with experience) plus participation on the company's Value Compensation Plan which is our bonus scheme.

If after everything we have explained, you think you are the best candidate, send an email to careers@eticas.tech with your CV and a motivation letter, explaining why you are interested in working with us and what you can contribute to Eticas and the above role.