



Administration & Controlling

Rome

About Telemar

For over 75 years, our maritime journey has been fuelled by expertise and innovation. We're not just a service provider; we're offering a dynamic blend of bridge electronic solutions, onboard and maintenance services.

We don't just adapt; we thrive on constant innovation. Telemar is an expert partner who supports more than 3,000 vessels, rely on our tailored services. We're not just about cutting-edge technology; we're a navigational ally, enhancing safety and operational efficiency by keeping costs down.

Role description

This is a full-time permanent position for an Administration & Controlling Specialist based at Telemar's Rome office.

Main Goals

- The successful candidate, reporting to the Administration, Finance and Controlling Department, will support the management of general accounting (including payroll and social security accruals), control activities during monthly closings, and various corporate compliance requirements.

Qualification, skills & requirements

Main Tasks - Focus on:

- Preparation of the annual financial statements
- Preparation and management of monthly internal reporting and reporting to the Parent Company.
- Management of periodic tax obligations (VAT settlements and periodic communications, annual tax returns, fixed assets register, F24 payments, etc.).
- Periodic audits and reviews by the External Auditors and the Board of Statutory Auditors

The ideal candidate has at least 5–6 years of experience in administrative/accounting and management control roles within well-structured companies or auditing firms.

Our Commitment

Our Corporate Social Responsibility approach is part of the Marlink DNA to develop our business and people operate responsibly. Marlink has incorporated and respects the Ten Principles of the UN Global Compact into our strategies to establish a culture of integrity, value, trust and innovation.

The Marlink Group is a transnational organization and considers cultural diversity as one of its greatest strengths. Additionally, we support diversity in race, gender, religion, national origin, political opinion, sexual orientation, social origins, age and physical or mental character.

In support of

WOMEN'S EMPOWERMENT PRINCIPLES

Established by UN Women and the
UN Global Compact Office



Interested?

Please send your CV including possible start date and location to:

hr.it@telemargroup.com

REF: Administration & Controlling_Rome

We look forward to receiving your job application!

Minimum Requirements

- Diploma in Accounting or a Bachelor's/master's degree in economics or related fields.
- Knowledge of accounting principles, Italian taxation (direct taxes and VAT), and international accounting standards (IFRS).
- Strong interpersonal and communication skills, flexibility, problem-solving ability, accuracy, analytical skills, and ability to work in a team.
- Ability to manage stress and workload peaks during specific periods.
- Excellent knowledge of Microsoft Office.
- Good knowledge of the English language (B/B1 level).

What we offer:

- Integration into a solid and well-established corporate group.
- A collaborative and professional working environment.
- Exposure to structured administrative and controlling processes
- Opportunities to enhance technical skills within a solid organization.