



Paradigm Publishing Services is the publishing services division of De Gruyter Brill, a leading publisher in the humanities and beyond with a heritage going back to 1683. Paradigm focuses on supporting smaller publishers, societies, and university presses to ensure their digital visibility, financial sustainability, independence, and success.

For more information, visit paradigmpublishingservices.com

Finance Assistant (F/M/D)

Warsaw | Full-time employee | Jun 15, 2026

We are looking for a detail-oriented and organized Finance Assistant to support our day-to-day finance operations. In this role, you will be responsible for reviewing and processing purchase invoices received through the National e-Invoicing System (KSeF), issuing sales invoices in the Symfonia ERP system, and providing ongoing administrative support to the Administration and Finance Department. This position is ideal for someone who enjoys working with financial documentation, has strong attention to detail, and is comfortable managing large volumes of data in a dynamic business environment.

Salary band: PLN 5,500 – 7,500 gross per month, depending on experience and qualifications.

Your tasks

- Processing and reconciling employees' business expense claims
- Reconciling corporate payment card expenses,
- Reviewing, coding, and describing purchase invoices received via National e-Invoicing System (KSeF)
- Issuing sales invoices in the Symfonia ERP system
- Providing ongoing support to the Finance and Administration Department,

Your profile

- Very good command of English, both written and spoken,
- Good knowledge of MS Office applications, particularly Excel and Word,
- Knowledge of the Symfonia accounting system will be an advantage,
- Accuracy, attention to detail, and strong organizational skills,
- Ability to work with large volumes of data and information
- Previous professional experience of 1–2 years in finance, accounting,

administration, or a related field is welcomed.

We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly home office arrangements to support a healthy work-life balance, alongside additional special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!

Ewelina Stańczuk
People + Culture

Apply Now!

