



L'AMIE



Bookkeeping Assistant

Full or Part-time (from 20h)

Linz, Austria

About LAMIE:

LAMIE InsurTECH Group is **Austria's leading embedded insurance provider** with a focus on **telcosurance**. As an independent digital insurer with UK and EU-wide licenses, LAMIE InsurTECH Group covers the entire value chain, operates completely independently of traditional players, and already serves over **1.5 million active customers** in more than **8 countries**. With a team of **70+ professionals** across four hubs—**Linz, Belgrade, London, and Dublin**—we combine innovation with a dedicated focus on our customers.

Discover More

The Role:

Do numbers make your heart sing? And do well-organized financial records spark joy?

Then join our Finance Team as our newest organizational talent and help keep our financial world running smoothly.

You'll support our day-to-day finance operations, helping to keep our processes organized, efficient, and under control. Whether you're reviewing documents, assisting with closing activities, or collaborating with colleagues across departments, you'll play an important role in making sure everything adds up.



AI GENERATED

What you'll do:



Coordinate with internal departments and external partners



Take on general organizational and administrative tasks in accounting



Support day-to-day bookkeeping



Support invoicing



Review and prepare receipts and invoices



Assist with monthly and year-end closings



Process and check credit card statements

What you bring:

- Completed commercial education (e.g. HAK, a completed commercial apprenticeship, or an ongoing studies in business)
- Initial experience in bookkeeping and/or experience working with BMD would be an advantage
- Good MS Office skills, especially Excel.
- Accuracy, reliability, and team spirit.
- Very good spoken and written German; English skills are a plus.



AI GENERATED

What we offer:



A varied role in a dynamic team



Independent, self-directed work in an appealing work environment



A respectful, family-friendly work environment with flat hierarchies



Modern equipment in an easy-to-reach office



Employee development through internal and external training opportunities



Numerous benefits and perks



Long-term employment at a stable company

We are required to state the minimum salary under the collective agreement for this position. On a full-time basis, this is EUR 2,251.00 gross per month (as of 2026). Of course, we offer a market-based overpayment depending on your qualifications and experience, which will be agreed upon during the interview process.

Please note that we cannot cover travel expenses for the interview.

Questions?

Send us an email at jobs@lamie.io. We're happy to help.

Sounds like you?

We look forward to receiving your application, including your CV and relevant certificates, and to getting to know you in person!



Apply Now