



ArcaPay UAB  
Konstitucijos pr. 21B  
LT-08130 Vilnius  
Lithuania

## Junior Financial Operations Analyst – Job Description

### Position overview

ArcaPay is a leading FinTech company specialising in cross-border payment, foreign exchange, and currency risk management solutions for small and medium sized businesses (SMEs). We are seeking a highly-motivated **Junior Financial Operations Analyst** to join our team in **Vilnius, Lithuania**.

### Principal duties and responsibilities

- Monitor and manage cash flows in multiple bank accounts across different countries.
- Handle incoming and outgoing payments to ensure efficient processing of transactions.
- Perform bank account reconciliations.
- Assist with process automation initiatives.
- Contribute to the preparation of monthly management reports.
- Handle operational matters with clients.
- Assist senior colleagues with various ad-hoc tasks and challenges.

### Requirements

- Bachelor's degree or higher (preferably in finance, accounting, mathematics or a related discipline). Last year students are welcome to apply.
- Strong high school maturity examination results.
- Proficiency in verbal and written Lithuanian and English.
- Desired qualities: numeracy, attention to detail, strong communication skills.
- Prior experience in the financial services industry would be advantageous.
- A sense of humor always helps.

### We offer

- Competitive remuneration based on the candidate's experience (1300-1800 EUR/month gross).
- Opportunity to work in a dynamic team in a modern financial technology company.
- Substantial responsibility from the early stages.
- Opportunities for further career growth within our rapidly expanding organisation.



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- Internal and external training opportunities.
- Friendly and engaging company culture.
- Excellent addition to your CV, covering financial and technology sectors.

If you are interested in this opportunity, please send your 1-page CV in English to [hello@arcapay.com](mailto:hello@arcapay.com). Please note only shortlisted candidates will be contacted for an interview.