

TM Audit CJSC

TITLE: Auditor

TERM: Full time

START DATE: ASAP

DURATION: Permanent

OPEN TO/ ELIGIBILITY CRITERIA: All interested and qualified candidates.

LOCATION: Yerevan, Armenia

JOB DESCRIPTION: TM Audit is looking for successful candidates to fill a position of Auditor. Auditor will participate in audit engagements.

JOB RESPONSIBILITIES:

- Participate in audit engagements, audit of financial statements under IFRS;
- Review the clients' accounting system and internal control system;
- Prepare audit reports;
- Carry out audit tests, analytical procedures;
- Determine or participate in determining, audit procedures necessary to achieve the desired audit results;
- Perform audit work assigned in a professional manner, in accordance with approved work program;
- Obtain, analyze and appraise evidentiary data as a basis for an informed, objective opinion on the adequacy and effectiveness of the system of controls;
- Report audit findings and make recommendations for the correction of noted control deficiencies.

REQUIRED QUALIFICATIONS:

- Higher education;
- Basic/excellent knowledge of International Financial Reporting Standards (IFRS);
- Basic/excellent knowledge of the Republic of Armenia Tax and Labour legislation;
- At least 3 year of work experience in Accounting/Auditing;
- Knowledge of AS Accountant or other accounting software is mandatory;
- Fluent in Armenian and English languages (spoken and written);
- Ability to meet deadlines with flexibility and professionalism;
- Solid audit work paper documentation skills, an analytical mind and problem solving abilities;
- Dedicated and client-oriented approach to work;
- Ability to make decisions under pressure, problem-solving skills;
- Strong team-player with excellent verbal and written communication skills;
- **Fundamental level of ACCA Qualification (F1 –F9 passed) is mandatory.**

ADDITIONAL NOTES: Probation up to 2 months, frequent business trips to the regions.

APPLICATION PROCEDURES: Please submit your detailed CV highlighting your experience and professional education to: info@tmaudit.am . **Please clearly indicate the position you apply for. No phone calls, please. CVs not meeting required qualification will not be discussed. Only selected candidates will be contacted for an interview.**

OPENING DATE: 16 October 2013

APPLICATION DEADLINE: 16 November 2013