

ACCOUNTANT/SENIOR ACCOUNTANT JOB OPPORTUNITY

Position Title: Accountant/Senior Accountant

Position Location: Yerevan, Armenia

Term: Permanent Full-Time Employment

Open Date: April 9, 2014

Filing Deadline: April 23, 2014

Description:

TM Audit is looking for successful candidates to fill a position of an Accountant/Senior Accountant. "TM Audit" is one of the leading audit and consulting companies in Armenia. The Company provides a wide range of high-quality professional services to international and local firms and organizations.

Knowledge and Skills

The most suitably qualified candidates will possess the following competencies:

Knowledge of:

- International Financial Reporting Standards (IFRS), RA tax legislation and other related legal acts,
- Methods of preparing, evaluating and interpreting financial statements and transactions,
- Accounting Software, preferably Armenian Software,
- Computer applications related to the work,
- Armenian, English and Russian languages (both spoken and written).

Ability to:

- Properly apply IFRS in recording financial transactions and reporting financial results,
- Perform day-to-day finance and accounting operations: calculate staff salaries, taxes and payments payable to the state budget, prepare tax reports and tax calculations for review,
- Ensure accuracy of all accounting documentation and filing,
- Identify and communicate accounting matters to senior staff,
- Effectively prioritize work and resources in order to meet deadlines and plan work for maximum productivity,
- Communicate effectively both orally and in writing financial and accounting information, reports and correspondence to clients,
- Meet deadlines with flexibility and professionalism,
- Perform other accounting related and administrative duties as assigned.

Required Qualifications:

- Higher education; major in accounting, finance, business administration, or closely related field is desired,
- At least one year of work experience in accounting,
- A professional qualification in Accounting such as ACCA (at least in progress), Chief Accountant qualification of the Ministry of Finance of RA will be an added advantage.

Additional notes: The first 2 months will be considered as a probationary period.

Remuneration: Commensurate with skills and experience.

Age requirement: Candidates must preferably be under 40 years old.

How to apply?

Interested candidates are kindly requested to e-mail their detailed Curriculum Vitae with photo to: info@tmaudit.am. Please clearly indicate the position you apply for. Only selected candidates will be contacted for an interview.