

## 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

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### **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](mailto:info@tmaudit.am). Please clearly indicate the position you apply for. Only selected candidates will be contacted for an interview.