

## JOB DESCRIPTION

Function: Financial Division – Accounting Department	Date:
Position: Accounting Manager	No. of subordinates:
Immediate Supervisor (position): Financial Director	

## POSITION PURPOSE

Supervise daily and control all the operations of the Accounting Department

## MAIN RESPONSIBILITIES

- Control and execute payments/transactions with suppliers etc
- Draft daily reports such as cash flow
- Prepare the monthly results (reporting) of the Company
- Prepare the Annual Financial Statements of the Company
- Take care of all company payments / obligations in accordance with the provisions of income tax legislation, VAT, Intra-Community Transactions, contractor taxes, Bank Guarantees, Contract Statements etc.
- Support of Financial Division in funding and financing management (including Debt Financing)
- Monitor customer-supplier accounts and record any problems and malfunctions related to account movements
- Manage and solve problems such as tax and labor legislation
- Work closely with the external Tax Adviser
- Communicate with banks and with suppliers on settlement issues
- Foresee and manage the company tax and insurance obligations
- Support and work closely with all departments across the organization

## QUALIFICATIONS

- Bachelor's degree in Accounting or Finance
- Proficiency in Microsoft Office programs (MS Word, MS Excel, MS Power Point)
- Knowledge of relevant legislation: daily updates on the tax and economic developments
- Experience of minimum 5 years in a tax/accounting office and / or a company of the private sector
- Fluency in English

## ADDITIONAL QUALIFICATIONS

- Planning and organization
- Common sense
- Dedication / Reliability / Confidentiality / Transparency / Responsibility
- Ability to keep timetables
- Flexibility
- Good interpersonal relations
- Very good knowledge of the company procedures
- Experience / Updating