

### **Senior Accountant Profile**

The senior accountant will be responsible for coordinating the accounting function for a portfolio of clients, will ensure the integrity of accounting information by recording, verifying and consolidating transactions and preparing the financial statements.

### **Senior Accountant Duties and Responsibilities**

- ✓ Prepares and records assets, liabilities, revenues, and expenses entries by compiling and analyzing account information for each allocated client;
- ✓ Prepares and submits the tax returns accurately and in due time;
- ✓ Maintains an efficient and timely communication with each allocated client's responsible;
- ✓ Summarizes financial status by collecting information; prepares trial balance, balance sheet, income statement and other statements;
- ✓ Coordinate and monitor work of the junior accountants under supervision;
- ✓ Ensure that all deliverables comply with regulatory guidance and professional standards;
- ✓ Back-up month-end duties assigned to other senior accountants;
- ✓ Reports to the accounting managers and partner;

### **Required Qualifications**

- ✓ Thorough knowledge of statutory accounting principles with minimum 3 years' work experience;
- ✓ Strong analytical and accounting skills;
- ✓ Must be able to effectively handle multiple projects simultaneously in a deadline driven environment;
- ✓ Excellent verbal, written communication and interpersonal skills;
- ✓ The individual will be expected to work with minimal up-front guidance and take ownership of his / her work.

### **Education and Experience**

- ✓ Bachelor's degree - Economic University;
- ✓ Proficiency in accounting software;
- ✓ Business English at advanced level (speaking and writing);
- ✓ Excellent skills with MS Word, MS Excel, PowerPoint;

### **Key Competencies**

- ✓ Attention to details and accuracy;
- ✓ Excellent planning and organizing skills and deadline-oriented;
- ✓ Communication and problem-solving skills;
- ✓ Initiative and team work;
- ✓ Confidentiality.