



CREDIT SUPPORT TAJIKISTAN

## TWO VACANCY ANNOUNCEMENTS | FINANCE & ADMINISTRATION DEPARTMENT

Job type: full-time

City: Dushanbe

Deadline: July 15<sup>th</sup> 2016

### Background:

TCSP - Tajik Credit Support Partner LLC is a financial services consulting company in Tajikistan. With the headquarter in Dushanbe and an office in Khujand, TCSP LLC is embedded within a credit guarantee fund structure whose mission is to improve access to finance for Tajik SMEs (small and medium-sized enterprises). The fund is incorporated in Germany and has been created by three leading European Development Finance Institutions: DEG – Deutsche Investitions- und Entwicklungsgesellschaft mbH, OeEB – Oesterreichische Entwicklungsbank AG and the FMO – Nederlandse Financierings-Maatschappij voor Ontwikkelingslanden N.V.

The investors have committed USD 16 million to the credit guarantee fund that is sharing the risk of SME loans provided by Tajik partner financial institutions. Additionally, the fund supports targeted technical assistance to partner financial institutions as to improve their capacity in SME lending. TCSP LLC serves as a consultant to the management company of the guarantee fund supporting operations on the ground, cooperating with the Tajik partner financial institutions as well as supporting all technical assistance activities. TCSP LLC is owned, supervised and supported by LTT – Leidner & Thiesen Tajikistan GmbH, part of a German company specializing in designing and managing credit guarantee funds in various countries.

### Head of Finance & Administration

The function of this position is to head the Finance & Administration department, which includes the management and supervision of in-house accounting (based on 1C system), financial reporting, financial controlling and internal administrative organization. The Head of Administration & Finance department has responsibility for TCSP's financial reporting, liquidity and petty cash control, transaction management and directing of department staff.

Main Responsibilities:	Requirements:
<ul style="list-style-type: none"> <li>• Managing, planning and organizing departmental activities</li> <li>• Receiving and analysing reports of the staff members of the department</li> <li>• Development of in-house accounting processes and procedures and internal control safeguards</li> <li>• Supervision and maintenance of monthly accounting records</li> <li>• Preparation and provision of periodic accounting reports to director/shareholders</li> <li>• Payroll management</li> <li>• Preparation of liquidity report</li> <li>• Responsibility for transaction management and petty cash controlling</li> <li>• Supervision of bank account reconciliation</li> <li>• Verification of USD Cost accounting report including analytical data</li> <li>• Financial controlling</li> <li>• Actual vs Budget reporting and analysis</li> <li>• Contribution to annual budget preparation</li> <li>• Interaction and coordination with external tax advisors</li> <li>• Submitting of tax reports and declarations to tax authorities</li> <li>• Facilitation of annual external audit</li> <li>• Ensure proper storage and organization of department documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Background in management, accounting, business finance, economics or mathematics.</li> <li>• Bachelor's degree in Finance, Accounting or a related field</li> <li>• Minimum of five (5) years of experience in the management of accounting data and information, controlling, budgeting, and financial analysis is required</li> <li>• Knowledge of finance, accounting, budgeting and cost control principles, including IFRS and local country requirements</li> <li>• Excellent knowledge of 1C accounting software</li> <li>• Excellent command of Russian and Tajik. Good level of English.</li> <li>• Good communication skills</li> <li>• Good analytical skills</li> <li>• Good computer skills</li> <li>• Flexibility and mobility</li> <li>• Ability to work confidentially</li> </ul>

### Submission Guidelines:

CVs in English together with cover letter, at least three references and remuneration expectations to be sent to [f.khasanov@tcsp.tj](mailto:f.khasanov@tcsp.tj) with copy to [d.jobmann@landt-group.com](mailto:d.jobmann@landt-group.com)

Please specify the name of the applied position in the **SUBJECT** of the email.



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**Finance & Administration Specialist**

The Finance & Administration Specialist is assisting and reporting to the Head of Finance & Administration department. Main responsibilities are the collection and storage of primary financial documents, executing accounting entries in 1C accounting software and the preparation of periodic financial statements and other related financial reports of TCSP LLC. Further the position performs administrative tasks and is in charge of several internal organizational processes

<p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Assisting the Head of Finance &amp; Administration department</li> <li>• Recording of bookings in 1C accounting software</li> <li>• Maintaining accounting records in electronic and hard copies</li> <li>• Preparation and submitting of periodic financial reports</li> <li>• Preparation of payroll on monthly basis</li> <li>• Conducting a monthly reconciliation of all bank accounts, receivables and payables</li> <li>• Support in preparation of monthly USD cost accounting report</li> <li>• Preparation of tax reports and declarations to tax authorities</li> <li>• Registration and further follow up of all incoming and outgoing forms, contracts and invoices received or sent to stakeholders</li> <li>• Carrying out periodical update of inventory list</li> <li>• Handling of petty-cash and expense reports of employees</li> <li>• Supporting the annual external audit</li> <li>• Proper maintenance of Human Resources documents and files</li> <li>• Coordination of all logistical matters including local and international travels, visa support, booking of tickets, hotel and passport registration</li> <li>• Provision of administrative support to staff in various office related requests including scanning, copying, printing etc.</li> </ul>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Background in accounting, business finance, economics or mathematics</li> <li>• Bachelor's degree in Finance, Accounting or a related field and an additional certification in accounting is a plus</li> <li>• Minimum of two (2) years of experience in accounting</li> <li>• Knowledge of accounting including IFRS and local country requirements</li> <li>• Excellent knowledge of 1C Program</li> <li>• Excellent command of Russian and Tajik. Good level of English.</li> <li>• Good communication skills</li> <li>• Good organizational skills</li> <li>• Good computer skills</li> <li>• Flexibility and mobility</li> <li>• Ability to work confidentially</li> </ul>
<p><b>Submission Guidelines:</b></p> <p>CVs in English together with cover letter, at least three references and remuneration expectations to be sent to <a href="mailto:f.khasanov@tcsp.tj">f.khasanov@tcsp.tj</a></p> <p>Please specify the name of the applied position in the <b>SUBJECT</b> of the email.</p>	