



## Job Vacancy `Announcement

### **Job Title: Chief Accountant / Tax Expert**

The main tasks: Bookkeeping, preparation of financial statements, local and international reporting, taxation and assist with other duties entrusted by the General Manager.

### **Main Responsibilities:**

- Support Management and liaise with Head Quarters regarding all Accounting related issues including Corporate Accounting of the main commercial legal entity, including accounts payable and accounts receivable processes, treasury including intercompany activities, payroll and travel expense reporting areas;
- Ensure development of financial systems in line with the long term plans of the businesses;
- Provide Accounting support to management, including preparation of local (Tajikf) reports, and presentations on accounting matters;
- Oversight preparation of timely and accurate financial reports in compliance with statutory requirements. Maintain and file of statutory and tax reports and documents both regular and ad-hoc requested by the bodies;
- Supervise the accounting book-keeping responsibilities of accounting staff;
- Cost control and manage expenses ranging from phone, internet and utility bills to employee payroll and outside professional services;
- Support Finance Director in interactions with the external auditor on all statutory audit issues and function as the coordination point between external auditor and business management;
- Preparation reports and other deliverables, including tax returns and financial statements in accordance with IFRS and local regulations.

### **Requirements:**

- Experience as a Chief Accountant/Tax Expert in industrial or commercial company, with at least 50-100 employees, preferably for the subsidiary of an international group;
- Proven leadership skills (team management);
- University Degree in Accounting and Finance;
- Advanced user of IC: Accounting version 7 and/or version 8, Word, Excel, PowerPoint;
- Fluent in English, and good Russian and Tajik;
- ACCA, CPA, CAP/CIPA qualification be advantage;
- Full time assignment (normal business hours are Monday – Friday 9:00 a.m. to 6 p.m, with evening meetings and events if required).

### **Conditions:**

- Attractive salary;
- Challenging work in international environment;
- Professional growth opportunities;
- Office location: Dushanbe;
- Opportunity to work in a multi-cultural environment.

### **Deadline:**

**The deadline for submission of CVs and other required information is March 15, 2014.**

**Note:**

The CVs in English together with cover letter indication your specific motivation, at least three references and remuneration expectations to be sent to [resume@imkon.net](mailto:resume@imkon.net).

Only successful candidates will be invited for an interview which will be held in English, Russian and Tajik.

ORIGINALS of passport, educational certificates, reference letters etcetera should be presented at the interview.

Candidates are required to undergo English/Russian/Tajik written/oral tests for qualification proficiency.