

AUDITOR JOB OPPORTUNITY

Position Title: Auditor

Position Location: Yerevan, Armenia

Employment type: Permanent Full-Time Employment

Open Date: April 9, 2014

Filing Deadline: April 23, 2014

Description:

TM Audit is looking for successful candidates to fill a position of an Auditor. “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), International Standards on Auditing (ISA), 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, and ISA in conducting audits,
- Perform day-to-day activities of audit engagements of various clients,
- Collect and analyze data to detect deficient controls, duplicated effort, fraud, or non-compliance with laws, regulations, and management policies,
- Identify and communicate accounting and auditing matters to senior staff and partners,
- Effectively prioritize work and resources in order to meet deadlines and plan work for maximum productivity,
- Prepare detailed reports on audit findings,
- Communicate effectively both orally and in writing financial and accounting information, reports and correspondence to clients; ensure the information flow from the client to the audit team is efficient,
- Work effectively as a team member, sharing responsibility, providing support, maintaining communication and updating senior team members on progress,
- Meet deadlines with flexibility and professionalism.

Required Qualifications:

- Higher education; major in accounting, finance, business administration, or closely related field is desired,
- At least three years of work experience in accounting, auditing or financial management,
- A professional qualification in Accounting such as ACCA (at least in progress), Auditor qualification of the Ministry of Finance of RA or AAAA 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. Please clearly indicate the position you apply for. Only selected candidates will be contacted for an interview.