

# Accountant with English



ICAP Executive Search is one of the 5 leading companies in its field and specializes in searching, evaluating and selecting High and Medium level executives (ICAP completed the first Executive Selection project in 1974). Today, with organised departments in Athens, Bucharest, Belgrade, Nicosia and Sofia as well as exclusive partnerships worldwide, we can meet any customer need.

We realize that Executive Search involves a series of requirements which have to do with the client as well as with the candidates. Our professionalism and our commitment to perform our delicate and composite role in the best possible way, allows us to successfully shape careers and companies.

For one of our clients we are looking for an Accountant.

## **Main responsibilities:**

- Perform data entry for bookkeeping (invoices, bank statements, expense reports etc).
- Reconcile accounts and perform month and annual closing checks.
- Help prepare the monthly filings to the tax authorities with the help of the external accountant.
- Prepare bank payments to suppliers
- Update internal reports and perform financial control functions with the guidance of the finance manager.

## **Profile of the ideal candidate:**

- University Degree in Accounting, Finance, Economics
- Relevant work experience of 1 year and above
- Excellent knowledge of English language
- Excellent PC literacy and proficiency in SAP and Access
- Team player

Interested? Then, send us a copy of your CV in English.

We will contact you only if you are among the short-listed candidates. We guarantee you strictest confidentiality!

Please, submit your CV to [hr@icap.bg](mailto:hr@icap.bg)

**Any questions? Give us a call at 0894650920**

**We guarantee you strictest confidentiality!**