



# Administrative Financial Assistant

## Helping you with the successful start of your career

Grant Thornton Ltd. Bulgaria is a member firm of Grant Thornton International Ltd. (GTIL) which is one of the world's leading organizations of independently owned and managed accounting and consulting firms.

Part of your responsibilities as a member of our team you will be:

- to organize and manage office-related tasks
- support employees with administrative tasks
- act as personal assistant of the managing partner
- assist in the preparation of various company events
- manage correspondence
- support the audit process
- submit timely reports and prepare presentations

### 'Employer of the Year'

We are part of a global network with 47,000 partners and staff in over 730 locations in more than 140 countries. The award marks the third time in the last four years that Grant Thornton has been recognized for its workplace by the International Accounting Bulletin.

The main business activities of GT include audit, advisory and accounting services as well as tax planning advice. The Company performs its activities in two offices – Sofia and Varna. As of 2016 GT Bulgaria is Authorized Training Employer with ICAEW.

#### Our Requirements:

- Bachelor's or Master's degree in Accounting, Finance or Economics will be considered as huge advantage
- Good analytical, organizational and communication skills
- Ability to work in a team and complete multitask assignments in short terms
- Proficiency in English language
- Excellent computer skills (i.e. Excel, Word, etc.) will be considered as huge advantage

We will treat your application with confidentiality, professionalism and respect. We are currently looking for position in our branch in Sofia. Please do consider that only the short-listed candidates will be contacted.

#### Contact for your applications:

##### Tanya Duneva

HR Department

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