



Global reach
Local knowledge

TMF is a global compliance and reporting powerhouse in more than 125 offices in over 83 jurisdictions. Our global network of offices enables us to offer a truly dedicated international service for growth businesses to maximize opportunity whilst minimizing risk. At TMF Group, we offer the most comprehensive range of services covering Accounting, Legal and HR and Payroll compliance and reporting. Our professionals also have recognized expertise in niche sectors including structured finance, fund administration and private clients.

TMF BULGARIA

IS CURRENTLY LOOKING FOR SUITABLE, MOTIVATED AND TEAM-ORIENTED EMPLOYEES

Junior Accountants

Full-time job – 40 hours a week

Specific requirements:

- University degree or 4th year student in Accounting/Finance or similar;
- Affinity to accounting and reporting;
- Very good level of English;
- Excellent computer literacy;
- Willingness and ability to work in a team and meet deadlines.

Key responsibilities:

- Processing the accounting data into company accounting system;
- Preparation of bank transfer orders for clients;
- Preparation of management reports and financial statements;
- Payroll calculations and Labor legislation compliance;
- Communication with clients and third parties.

Internship programs / Trainees

Opportunity to work 25 / 30 / 40 hours a week for a period of 3 to 6 months depending on availability

Specific requirements:

- Student in Accounting/Finance or similar;
- Affinity to accounting and reporting;
- Good level of English;
- Good computer literacy;
- Willingness and ability to work in a team.

Key responsibilities:

- Assisting with processing accounting data;
- Assisting with filing and archiving of accounting documents;
- Assisting with the preparation of bank transfer orders for clients;
- Assisting with the preparation of accounting documentation;
- Other administrative tasks.

TMF BULGARIA offers:

- ✓ Work for a fast developing and expanding international company
- ✓ Ongoing training
- ✓ Opportunities for professional development

- ✓ Dynamic and friendly work environment
- ✓ Competitive remuneration and benefits: food vouchers, transportation card, 25 days annual holiday, flexible working hours

If you are interested in one of these positions, please send your CV to the attention of Mr. Svetoslav Machkanov at svetoslav.machkanov@tmf-group.com or at +359 2 9308940.

For more general information, please visit our website www.tmf-group.com.