About TMF Group

We help global companies expand and invest seamlessly across international borders. Our expert accountants, corporate secretarial and HR and payroll professionals are located around the world, enabling clients to operate their corporate structures, finance vehicles and investment funds in different
geographical locations.

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TMF Group is committed to offering a world class service with a focus on client specific needs to deliver an optimal global solution.

**TMF Bulgaria is looking for Junior Accountant – Bookkeeping and Reporting Services**

**Job Position:** Junior Accountant

Sofia

Full or part time position

Specific requirements for this position:

* University degree or at least 3rd year student in Accounting/Finance or similar;
* 1 – 2 years previous experience in Accounting is an advantage;
* Affinity to accounting and reporting;
* Excellent level of English;
* Excellent computer literacy;
* Willingness and ability to work in a team, under pressure and meet deadlines.

Key Responsibilities:

* Processing the accounting data into company accounting system;
* Preparation of bank transfer orders for clients;
* Payroll calculations and Labor legislation compliance;
* Preparation of accounting documentation;
* Preparing routine correspondence to various parties.

If you are interested in this position, please send your CV along with a photo to the attention of Mr. Svetoslav Machkanov at Svetoslav.Machkanov@TMF-Group.com.

Only short-listed applicants will be contacted.



**tmf-group.com/careers**