

## FINANCIAL AND ADMINISTRATIVE ASSOCIATE

*Knowledge is our raison d'être. By using our knowledge and experience, we, at HVH consulting, create solutions of the highest professional quality for our clients – solutions that are based on a humanistic outlook and that contribute to good living and working conditions for people and a sustainable development.*

### THE MAIN RESPONSIBILITIES OF THE POSITION:

- Advisory functions in relation to accounting and finance, corporate, project and structured financing;
- Maintenance day-to-day documents (invoices, receipts, cash registers, consumption, etc) in ERP and DMS systems.
- Prepare monthly reports that include reconciliations of accounts payable, accounts receivable, stocks and discusses;
- Ensures all finance and accounting transactions of the site are timely and correctly executed;
- Assures that the HR administration, finance and accounting activities are performed in accordance with the clients finance and accounting policies and standards;
- Participation in preparation of financial statements and management reports;
- Performs monthly reviews and analysis of the site's financial statements and management reports and presents the results;
- Ensures compliance with any Social Security, Tax, VAT, Intrastat and labour other requirements by the local authorities;
- Manages the cash flows and sustains relationships with local banks and other financial institutions;
- Continuously improves the service level and efficiency of the accounting and finance functions and processes in line with the defined procedures through establishing and tracking KPI's;
- Assisting in originating, developing and facilitating negotiations / structuring and execution of allocation of Corporate and Project and Structured Finance transactions;
- Conducting investigations and analysis into the financial and commercial state of clients;
- financial modelling and providing innovative financial solutions to clients;
- Overseeing proper execution of a projects in compliance with all regulatory, market and bank requirements, standards and practices;
- Managing the ongoing financial monitoring process of projects.

### REQUIREMENTS:

- University degree in Accounting, Finance, Economics or related;
- Relevant experience in the accounting, corporate and structured and project financing is an asset;
- Very good common of English;
- IFRS (international financial reporting standards) knowledge would be a plus;
- Strong analytical and organizational skills;
- Specific skills and background in financial modelling and analysis;
- Excellent command in English, Advanced computer literacy (Excel, PowerPoint and etc.) and good level of negotiations skills;
- Proactive and dynamic personality, orientated towards achievement of results.

### BENEFITS:

- professional development opportunities;
- initial and on-going training ensured;
- office in Sofia city centre, communicative location (close to the Serdica Metro Station).
- inspiring CSR program;

**If you are a self-motivated, knowledge driven, team player, with I-can-do attitude, excited about taking on new challenges and always looking for ways to improve, we'd like to meet you:**

### APPLICATION DETAILS:

- Reference number: HVH\_Associate\_FA\_0117 open by 21<sup>st</sup> March 2017
- How to apply: Please send your current CV and motivational letter at: [JOBS@SREDA.NET](mailto:JOBS@SREDA.NET)

*The submission of personal data is voluntary, its processing, use in the recruitment process and safe-keeping will be in compliance with the provisions of the Law for Protection of Personal Data.*