



Global reach
Local knowledge

TMF is a global compliance and reporting powerhouse in more than 100 offices in over 75 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

Capital Markets Junior Accountants	Capital Markets Analysts	Internship programs / Trainees
<p>Fulltime job – 40 hours a week</p> <p>Specific requirements:</p> <ul style="list-style-type: none"> • University degree / 3-4th year student in Accounting/Finance or similar • Affinity to finance, accounting and reporting • Excellent level of English • Excellent computer literacy • Willingness and ability to work in a team • Strong analytical and communication skills <p>Key responsibilities:</p> <ul style="list-style-type: none"> • Responsible for the accounting and administration of a portfolio of SPVs (Special Purpose Vehicles) • Collect, process and verify information from financial institutions • Prepare investment portfolio and cash reconciliations on monthly and yearly basis • Prepare reports for European Central Bank, on monthly and quarterly basis • Prepare financial statements and management reports 	<p>Opportunity to work 30 or 40 hours a week</p> <p>Specific requirements:</p> <ul style="list-style-type: none"> • University degree in Economic science / 2-4th year student in Accounting/Finance or similar • Affinity to finance, accounting and reporting • Excellent level of English • Good computer literacy • Willingness and ability to work in a team • Strong analytical and communication skills <p>Key responsibilities:</p> <ul style="list-style-type: none"> • Responsible for the accounting and administration of a portfolio of SPVs (Special Purpose Vehicles) • Collect, process and verify information from financial institutions • Prepare investment portfolio and cash reconciliations on monthly and yearly basis • Prepare reports for European Central Bank, on monthly and quarterly basis 	<p>Opportunity to work 25 / 30 / 40 hours a week for a period of 3 to 6 months depending on availability</p> <p>Specific requirements:</p> <ul style="list-style-type: none"> • 2-4th year student in Economic science (Accounting/Finance would be an advantage) • Affinity to finance, accounting and reporting • Good level of English • Good computer literacy • Willingness and ability to work in a team • Good analytical and communication skills <p>Key responsibilities:</p> <ul style="list-style-type: none"> • Filing of accounting documents • Assisting with the processing of monthly accounting data of SPVs • Assisting in preparation of routine correspondence to various parties • Assisting with the preparation of accounting and European Central Bank reports of SPVs • Other administrative tasks

TMF BULGARIA offers:

<ul style="list-style-type: none"> ✓ Work for a fast developing and expanding international company ✓ Ongoing training ✓ Opportunities for professional development 	<ul style="list-style-type: none"> ✓ Dynamic and friendly work environment ✓ Competitive remuneration and benefits: food vouchers, transportation card, 25 days annual holiday, flexible working hours
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If you are interested in one of these positions, please send your CV to the attention of Ms. Milena Klissarska at milena.klissarska@tmf-group.com.

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