



We are START UP Company located in Belgrade. For less than one year we have excellent results. In the same time we are positioning and spreading our brand. Our brand is present in Turkey and in next several months in Italy, FYRO Macedonia and Croatia. Company is young and people that are cherishing our brand are also young and proactive. We are searching for our new colleague whom will be:

ACCOUNTING and TAX MANAGER

Belgrade

As an Accounting and Tax Manager You Will

- Responsible for the day-to-day accounting needs. This includes entering and maintaining accurate & timely monthly accounts in compliance with IFRS
- Coordinating with Sales Department and interacting with billing system to ensure cash and bank transfer transactions are posted and reconciled
- Prepare all local tax requirements and returns and submitted to the Tax authority like VAT, salary tax and social contribution, withholding tax, fee for disabled persons
- Conduct reviews and make recommendations for cost-reduction and/or cash saving initiatives
- Proactively propose and implement improvements to local accounting processes along with internal controls to facilitate accurate and timely reporting
- Calculation for 20 employees
- Ensure all bank accounts are reconciled in Serbia and abroad
- Keep adequate accounting control on company's assets - Property and equipment and inventory
- Keep abreast of changes and ensure compliance with local financial regulations, legislation, tax laws, IFRS and IAS Accounting Policies and Procedures
- Liaise with Auditors to ensure annual audit is carried out timely and annual statutory accounts are prepared in line with submission requirements
- Develop external relationships with appropriate contacts e.g. auditors, banks, etc
- Calculation and submission of annual financial statements with CPT calculation

Profile & Skills:

- Minimum 5 years post qualification
- Professional, ambitious, hardworking, organized and career oriented
- Excellent communication skills at all levels with strong problem-solving & decision-making skills
- Flexible to change and easily adaptable in a fast changing environment
- Proactive and forward thinking - able to challenge the status quo where necessary and recommend new approaches/efficiencies
- Excellent attention to detail and able to work under pressure
- A high level of computer literacy to include: MS Excel, MS Word
- Strong accounting experience across all areas of finances e.g. financial accounting, accounts payable, accounts receivable and financial reporting
- Fluent in English (reading, speaking and writing)
- Has to know tax and business laws and regulations and accounting principles
- A fun, positive and dynamic person

Deadline for applications: 06.11.2015.