

## JOB DESCRIPTION

**Job Title:** Chief Accountant and Financial Controller

**Location:** Yerevan, Armenia

### **About Gazelle Finance:**

Gazelle Finance (“Gazelle”) is launching a \$30M private equity fund (“Fund”) to invest in high growth small and medium enterprises (SMEs) in Georgia and Armenia. Gazelle anticipates expanding into the region as it grows its business and raises additional capital, operating with the Georgia office as its regional hub/back-office. With an innovative risk capital investment model that employs partially collateralized income participation loans and self-liquidating equity instruments (typical investment size ranging from \$100,000 to \$1 million), the Fund seeks to generate a competitive commercial return on investment to investors, while concurrently targeting economic development objectives. The Fund will target fast growing SMEs (“gazelles”) operating across a range of business sectors, with an emphasis on agribusiness, light industry/manufacturing, healthcare, education, services, tourism/hospitality, and transportation and logistics. Gazelle is establishing its main office in Tbilisi, Georgia with a country office in Yerevan, Armenia and is seeking a core group of investment and finance professionals who will spearhead the build-out of operations, develop an investable pipeline, execute transactions, and manage the portfolio.

### **Summary of the Position:**

The Chief Accountant and Financial Controller will be responsible for the financial management and accounting systems for the Fund’s operations in Armenia. Gazelle is a newly formed business, and as such, the Chief Accountant and Financial Controller will play an integral role in developing and implementing the back-office systems for the Armenia office. The Chief Accountant and Financial Controller should have minimum undergraduate degree in accounting and/or business administration with a concentration in accounting, licensed by the Armenian Central Bank to serve in the Chief Accountant and Financial Controller role of a Credit Organization. Preference will be given to those candidates with an international CPA and/or CMA, and secondary preference will be given to those candidates with a local Armenian equivalent of a CPA or CMA certification. Candidates should have 5+ years of work experience in the private sector in accounting, financial controller, and corporate finance roles, and demonstrated strong quantitative analysis skills, and have a high level of written and oral communication skills. A strong preference will be given to those candidates who have worked for Credit Organizations, with preference given to those candidates who have audit experience, particularly working with “Big 4” type accounting firms or serving in the role of Chief Accountant managing a third party audit. This position reports to the Executive Director and will work closely with the Finance Director based in Tbilisi, Georgia.

### **Principal Duties and Areas of Responsibility:**

- Administer the Armenia office’s financial operations, including the accounting, financial reporting and investment portfolio management systems;
- Carry-out local country office bookkeeping, cashflow management, expense tracking and reporting, benefits programs, capital drawdowns, disbursements, and distributions;
- Prepare and deliver the financial statements according to IFRS standards and Armenian regulatory requirements;
- Prepare management reports covering the financial and quantitative development impact performance of the investment portfolio in Armenia;
- Implement and manage the ArmSoft’s accounting and reporting systems as required by the Armenian Central Bank;

- Manage all aspects of local regulatory relationships in terms of taxation, financial reporting, and compliance reporting and the Central Bank;
- Implement and maintain an internal control system to record and monitor all cash transfers, Fund capital and management fee utilization, asset valuations;
- Oversees collateral registration and manage the Credit History Register of the borrowers and investees with the Central Bank and Credit Bureau;
- Ensure the Fund is operating in a tax efficient manner, and compliant with legal, tax and regulatory requirements as per the Armenian Civil Code;
- Manage the third party audit of the local Armenia operations and investment portfolio.

**Desired Profile:**

- Minimum of 5+ years of accounting experience working with both IFRS and local Armenian accounting standards, including experience working for a Credit Organization in the role of a Chief Accountant;
- Preferable that the candidate have experience with audits, including leading an audit or managing auditors performing an audit;
- Experience working in the commercial banking sector, particularly SMEs, is also viewed as a plus;
- Certified by the Armenian Central Bank to serve in the Chief Accountant and Financial Controller role of a Credit Organization, and have a Credit Organization's Accountant's valid license;
- Preference given to those with an international CPA or CMA certification, and secondary preference given to those with local Armenian equivalent CPA or CMA certifications;
- High degree of competency working with IFRS and Armenian accounting practices; and, proficiency with US GAAP accounting practices;
- Proven experience managing audits;
- Native Armenian speaker, with strong skills in speaking and writing in English and Russian with a particular emphasis on finance and accounting literacy in English;
- Proficiency working with legal documents such as contracts, investment agreements related to debt and equity investing;
- Strong analytical skills pertaining to finance and accounting, including financial modeling, IRR calculations, cost and financial accounting, financial analysis and valuation, tax planning, and financial reporting;
- Proven ability to work in a dynamic, fast-paced, high-growth environment where everyone is expected to balance multiple roles and commitments;
- Detail oriented, methodical about organization and maintenance of complex structures
- Self-starter, willing to roll-up sleeves and do the actual work;
- Entrepreneurial team player, willing and able to work long hours when necessary and contribute in multiple ways in a growth environment;
- Willingness to travel occasionally in the region;

**Compensation:**

This is a local hire position in Armenia offering a competitive salary and participation in company incentive program. Standard benefits.

Please send CV and cover letter to: [jobs@gazellefinance.com](mailto:jobs@gazellefinance.com).