

JOB DESCRIPTION

Job Title:	Senior Accountant, ACCA/IFRS certified
Location:	Tbilisi, Georgia
Job Level:	Mid-Level Manager
Supervision exercised:	None
Supervision received:	Reports to CFO
Job Opening Date:	February 14, 2018
Job Closing Date:	February 28, 2018

About Gazelle Finance:

Gazelle Finance (“Gazelle”) recently launched a \$30M private equity fund (“Fund”) to invest in high growth small and medium enterprises (SMEs) in Georgia and Armenia. 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 operates out of its main office in Tbilisi, Georgia with a country office in Yerevan, Armenia, and is seeking skilled finance professionals.

Summary of the Position:

The Senior Accountant will be responsible for managing and carrying out Tax- and IFRS-accounting for the Fund’s global operations. Notably, the Fund consists of Georgian as well as multiple overseas entities, and as such, the Senior Accountant will hold responsibility for managing all accounting aspects of all these entities (of which Georgia will represent most of the accounting work). Gazelle is a newly formed business, and as such, while accounting and transaction processing will be the Senior Accountant’s core duty, he/she will have an opportunity to play an integral role in developing and implementing the back-office accounting and reporting systems for the Fund. Candidates should have an undergraduate degree in accounting and/or business administration with a concentration in accounting/finance, high competency in Georgian tax reporting/regulations and qualification in IFRS or ACCA and/or international CPA and/or CMA. Candidates should have 5+ years of work experience in the private sector in accounting and/or financial controller roles and should have demonstrated strong quantitative analysis skills, attention to detail, and a high level of written and oral communication skills. This position reports to CFO.

Principal Duties and Areas of Responsibility:

- Administer the accounting for the Fund, which includes multiple Fund related entities domiciled internationally, utilizing several accounting and financial reporting systems including Oris- or Info-Accounting, Quickbooks and a tailored private equity fund accounting and information management systems.
- Carry-out bookkeeping that includes but is not limited to daily accounting data entries in the system, issue/receive and file proper backup of all necessary primary documentation (contracts, invoices, waybills, acceptance acts, payment slips etc.);
- Carry-out cashflow management, accurate recording of cash and bank transactions, expense tracking including periods’ accruals), manage debtors’ and creditors’ accounts, initiate bank transfers, payroll and employee compensation payments; due and proper recording of payment proceeds on loans and equity products from the investees;

- Keep proper recording and follow-up of the Fund's Georgia office fixed assets (equipment, furniture, cars) including tagging, calculating and applying depreciation, accounting and controlling fuel expenses;
- Manage all aspects of local regulatory relationships with the Georgian Revenue Service and other relevant Authorities in terms of taxation and financial reporting (including tax computing, preparing and due filing of tax returns, ensuring compliance with tax payment requirements);
- Ensure compliance with legal, tax and regulatory requirements as per Georgian Tax and Civil code and Law on Entrepreneurs; Ensure the Fund operations in Georgia are performed in a tax efficient manner;
- During the annual audits of the Fund cooperate closely with external auditors and respond to the requests whatever related to accounting matters.

Desired Profile:

- Undergraduate degree in accounting/controlling or finance; Qualification in IFRS and ACCA and/or international CPA and/or CMA.
- Minimum of 5+ years of accounting experience working with both IFRS and local Georgian Tax accounting standards, including experience working for a Bank or a Credit Organization in the role of an Accountant / Finance Specialist / Controller;
- Preferable that the candidate has experience with IFRS audits, including preparing for and responding to audit requests;
- Excellent knowledge of Georgian Tax Code, relevant normative acts and declaration requirements;
- Proficiency in working with internal accounting systems, preference is given to those highly experienced in working with loan performance tracking software implemented in local banks (e.g. ALTA Loan systems) or MFIs (e.g. LoanKeeper);
- 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. Strong preference given to those with good technical skills in excel, understanding of 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 and dedication to 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 for the success of the company and to contribute in multiple ways in a growth environment;

Compensation:

This is a local hire position offering a competitive salary and standard benefits.

Please send CV and cover letter to: jobs@gazellefinance.com with subject: "Senior Accountant"