

JOB DESCRIPTION

Job Title:	Chief Accountant/Controller
Location:	Tbilisi, Georgia
Job Level:	Mid-Level Manager
Supervision exercised:	None
Supervision received:	Reports to Finance Director
Job Opening Date:	July 8, 2017
Job Closing Date:	August 7, 2017

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. 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 has established 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:

Reporting to the Finance Director, the Chief Accountant/Controller will be responsible for carrying out accounting for the Fund’s operations. Gazelle operates with legal entities in five different countries, and the Chief Accountant/Controller will handle the accounting for almost all countries (of which Georgia will represent most of the accounting work), and thus will need to work according to Georgian accounting standards as well as IFRS. Gazelle is a newly formed business, and as such, while accounting and transaction processing will be the Chief Accountant/Controller’s core duty, he/she will have an opportunity to play an integral role in developing and implementing the back-office systems for the Fund. Candidates should have at minimum an undergraduate degree in accounting and/or business administration with a concentration in accounting/finance and competency in IFRS and Georgian tax reporting/regulations. Preference will be given to those candidates with an international CPA and/or CMA and/or ACCA. 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.

Principal Duties and Areas of Responsibility:

- Administer the accounting of the Fund entity, the Fund sub-entity, the Fund Manager entity, the General Partner entity, and the Georgia office, utilizing several accounting and financial reporting systems including Oris-Accounting, Quickbooks, Loankeeper, and a tailored private equity fund accounting and information management systems. Depending on the given

entity, accounting must be performed according to either Georgian accounting standards, IFRS, or US GAAP (however a tax/accounting firm is on hand to handle us reporting according to US GAAP);

- 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, manage payroll and benefits programs for the Georgia office, the Fund and the Fund Manager entity;
- Manage the process of calculation, proper allocation and 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;
- Prepare and deliver to the Finance Director for review and finalization the quarterly and annual financial statements according to Georgian regulatory requirements as well as IFRS standards;
- 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);
- Support the Finance Director to ensure the Fund operations in Georgia are performed in a tax efficient manner;
- Ensure compliance with legal, tax and regulatory requirements as per Georgian Tax and Civil code and Law on Entrepreneurs;
- Prepare for and respond to requests during the annual third-party audit of the Fund, which covers local Georgia operations and other entities and the Georgian investment portfolio.
- Assist the Finance Director in recording and maintaining the Fund's capital accounts (calculation and proper recording of due capital drawdowns, disbursements and distributions);
- Assist the Finance Director in expense- and cash outflow budgeting for the Georgia office, the Fund and the Fund Manager entity;
- Assist the Finance Director in implementation and maintenance of an internal control system to record and monitor all cash transfers, Fund capital and management fee utilization, asset valuations;
- Assist in preparation of management reports covering the financial and quantitative development impact performance of the investment portfolio in Georgia (i.e., aggregating portfolio company data on tax contributions, wages, etc.);

Desired Profile:

- Undergraduate degree in accounting and/or business administration with a concentration in accounting/finance;
- 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;

- Experience working in the commercial banking sector, particularly SMEs, is also viewed as a plus;
- Excellent knowledge of Georgian Tax Code, relevant normative acts and declaration requirements;
- High preference given to those with an international CPA and/or CMA and/or ACCA certification;
- Proficiency in working with internal accounting systems (e.g. Oris Accounting), 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 in Georgia offering a competitive salary and standard benefits.

Please send CV and cover letter to: jobs@gazellefinance.com with subject “Georgia Chief Accountant/Controller Position”.