

LLC Rufil Consulting
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ООО Руфил консалтинг

Moscow, 20.05.2021

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(If you have any questions, please directly consult
your designated contact person)

Subject: Job Advertisement for Senior Accountant/ Chief Accountant in Moscow, Saint Petersburg, Kazan, Nizhniy Novgorod, Ekaterinburg and other cities in Russia

WHO WE ARE: Rufil Russia Consulting is an international One-Stop-Service Agency in Moscow! Our core competencies are legal services, tax consulting, business consulting and accounting outsourcing everywhere in Russia. Lawyers, tax advisors, chief accountants, auditors and business consultants from Russia and Germany work in our Moscow office. Our working languages are English, Russian and German.

OUR VISION: “We support international business in Russia and create better quality of life for our customers, employees and investors”.

OUR TEAM: With our Moscow team of tax experts, international business consultants and management consultants with international specialization, as well as highly qualified lawyers, local accountants, auditors and experts in International Finance Reporting (IFRS, US GAAP, Swiss GAAP, HGB, Russian Accounting Standards, RAS) we solve all questions of our clients regarding their business in Moscow.

To support our office in Moscow, we are currently looking for a Senior Consultant Tax & Accounting/ Chief Accountant/ Finance Expert International

TASKS AND RESPONSIBILITIES

- ✓ Preparation of monthly, quarterly and annual Financial Statements according to the Russian Accounting Standards (RAS) for our Accounting Outsourcing and Tax clients;
- ✓ Clarification of balance sheet items according to RAS.
- ✓ Preparation of the Corporate Income Tax Declaration, VAT Declaration, Property Declaration and others according to the Tax legislation.
- ✓ Creation of the Statistics Reports.
- ✓ The contact person for customers and colleagues from Europe, Russia, and all over the world.
- ✓ Onboarding of new accounting employees.
- ✓ Onboarding of new accounting customers.

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- ✓ Having the Chief Accounting functions for our customers (approx. 5-7).
- ✓ Leading the monthly closing tasks and preparation of the Financial Statements and Tax Declarations.
- ✓ Leading the complete tax and accounting for several accounting outsourcing customers.

YOUR PROFILE

- ✓ Successfully completed business studies or commercial training with further education as accountant, ideally as an International Accountant.
- ✓ Profound knowledge of the accounting regulations according to RAS and tax legislation.
- ✓ Several years of professional experience in international accounting.
- ✓ Knowledge of working with 1C (any version) and/or other ERP system (for example SAP, Navision or 1C: ERP).
- ✓ Good knowledge of the MS Office package.
- ✓ English, and Russian fluent in spoken and written.

PERSONAL SKILLS

- ✓ Independent and structured way of working.
- ✓ Commitment and Flexibility.
- ✓ Honesty and Reliability.
- ✓ Analytical skills and high affinity for numbers.
- ✓ Intercultural competence and willingness to work in international teams.

WE OFFER:

- ✓ Pleasant working environment.
- ✓ Interesting and challenging work.
- ✓ Good opportunities for promotion and personal development.
- ✓ Excellent team.
- ✓ Good salary according to your skills, qualification and working experience.
- ✓ Nice office in the very center of Moscow, Ul. Bolshaya Dmitrovka 23/1.

If you fulfill our requirements and are interested in this job offer, we should talk about it. Please send us your application via email to the financial controller Larisa Galetskaya galetskaya@rufil-consulting.com.

Your contact persons are Larisa Galetskaya/ Financial Controller/ Head of Accounting Department and Philipp Rowe, Managing Director.

With best regards,



Philipp Rowe/ Managing Director