**Job Description**

Chief accountant (CAO)

1. **OVERVIEW**

A Chief Accounting Officer, or CAO, is responsible for overseeing all aspects of accounting function:

1. Book keeping;
2. Budgeting and payments;
3. Reporting (tax, social insurance, State Bank (hereafter referred to as SB));
4. Tax and SB authorities relations;
5. Financial audit supervising.

This covers the operations within the group of companies in country (hereafter referred to as Group):

1. Micro-financial institution (loans and deposits to individuals) (hereafter referred to as MFI);
2. Management consultancy companies (3 legal entities for sales, risks and marketing support).

The work on this position includes everything from regulatory compliance (both Tax and SB) with accounting standards and practices and requires extensive experience in retail banking or consumer finance industry.

This position reports to:

* Chief Executive Officer (hereafter referred to as CEO) directly on issues concerning MFI;
* Country Manager (hereafter referred to as CM) on issues concerning SF and developing financial strategies for Group.

CAO should set-up and enforce accounting policy, in addition to working with other departments to develop positions on best practices throughout the Group in terms of cash-flow and tax optimization. Reports from the accounting department are checked over by auditing company, CEO and CM and before being submitted to Group’s Headquarters (hereafter referred to as HQ) for review.

The CAO is accountable to auditors and financial regulators, along with the CEO. Maintaining accurate and detailed financial records is a critical part of this job. If accounting questions develop, the chief accounting officer is the first person consulted.

1. **RESPONSIBILITIES**
2. Develop and implement internal control and effective accounting system and policies for the set up in Group;
3. Handle full spectrum of financial and cost accounting role (AR, AP, GL, forecasting, budgeting, etc.) in Group
4. Handle all day to day finance and accounts operations;
5. Perform full set of accounts and ensure timely closing of accounts, coordinates monthly closing process;
6. Review, investigate, and correct errors and inconsistencies in financial entries, documents, and reports;
7. Perform project cost forecasts/budgets, cost tracking, monitoring and controls;
8. Responsible for timely monthly consolidated financial statements, payments, cash-flow management reporting for submission to HQ.
9. Review and approve payment vouchers and journal entries;
10. Ensure that intercompany cost allocations are in line with management agreements within the Group;
11. Establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns;
12. Work consultatively with the respective departments on cost reduction initiatives;
13. Perform cash flow forecasting, budgeting and working closely with the operations and sales teams in analyzing margins, variances and cost analysis;
14. Prepare financial statements and other reports to summarize and interpret current and projected financial position. Ensure integrity of all financial information within Group;
15. Prepare work papers and supporting schedules for the Group’s annual financial review;
16. Work with bank on a permanent basis to optimize the payments timelines;
17. Issue timely and complete financial statements under VAS. Provide reporting to authorities on:
    1. Taxes;
    2. Social insurance.
18. Provide compilation and delivery to SB all the related report forms;
19. Assure compliance with state, province and municipal policies, regulations and laws. Research and analyze accounting matters. Evaluate current accounting practices and policies and drive continuous improvement;
20. Develop, implement and upgrade financial systems and controls. Provide task assignment for IT companies’ to set-up the proper GL system integrated with companies’ front-end and back-office systems and banking software;
21. Provide cost effective cooperation with accounting advisors and auditors.
22. **QUALIFICATIONS & REQUIREMENTS.**
23. Bachelor’s degree in accounting or finance from a respected institution;
24. Public accounting background, and minimum of 1-year relevant experience of financial & management accounting particularly in retail banking or consumer finance industry at well-reputed companies;
25. CPA is compulsory;
26. Relevant experience in audit and costing is advantageous;
27. Excellent strategic planning skills and able to interact with all levels;
28. Good MS Office skills particularly strong capabilities in MS Excel;
29. Relevant experience in working with accounting/GL system is highly regarded;
30. Able to work independently and highly meticulous;
31. Familiarity in IFRS is advantageous;
32. English language is at least upper intermediate level (both spoken and written);
33. **OTHER SKILLS AND ABILITIES**
34. GL system implementation and upgrading experience;
35. Multi-location and international background is a plus;
36. Acquisition target due diligence and integration experience is advantageous;
37. Ability to delegate work responsibility with strong interpersonal skills;
38. Problem solving and strategizing capabilities;
39. Progressive experience leading teams and managing projects;
40. Demonstrated ability to build relationships and communicate with peers, subordinates and executive management. Focused on keeping the **friendly** working relations’ environment. Ready to share experience with colleagues;
41. Positive and active social life position. Ready to share hobbies and life interests;
42. Open minded thinking. Ready to acquire new knowledge and skills.