



## Vacancy summary

# ბუღალტერი, NGO «თავისუფალ ადამიანთა ფორუმი»

GE01461349

Tbilisi

**Education :** Bac + 2 DEUG, BTS, DUT

**Experience :** 1 year - 3 years

**Availability :** Full Time

## Vacancy details

NGO «თავისუფალ ადამიანთა ფორუმი » is announcing an opening for the temporary position of Accountant:

Qualifications and Requirements:

- University Degree in Accounting/Finance (Bachelor);
- Good knowledge and working experience in an accounting program ("Oris" will be priority).
- At least 2 years' working experience on cash desk & bank transactions;
- Well organized, with sense of responsibility, self-motivated, readiness to work hard;
- Knowledge of financial standards;
- Languages: Fluent knowledge of Georgian, Russian;
- Knowledge of MS Office applications.
- Time management skills and the ability to work overtime and follow strict deadlines;
- Prior experience with an NGO in a position that requires analytical skills.
- Strong sense of responsibility;
- Hard working, energetic, disciplined.

Responsibilities:

- To ensure daily accounting registrations, entering of the relevant data into the appropriate accounting program in a timely manner.
- To ensure due and accurate registration of the expenses and financial liabilities.

- To ensure car park system service and appropriate accounting in related program.
- To ensure correctness of daily bank bills, internal and inter-company balances as well as those of the debtors and creditors.
- To maintain, register and archive initial documents (invoices, acts, waybills, etc.).
- Managing contracts and supporting documentation.
- To prepare various financial reports, which will be related to cashier and bank operations.

Interested applicants should submit the following documents:

- CV in English language;
- Copies of diploma and certificates.
- If interested, please submit your CV to: [ttatriodinodinnol@gmail.com](mailto:ttatriodinodinnol@gmail.com) no later than 28th of February, 2023. Please indicate in the subject line of your e-mail the vacancy you are applying for, otherwise your application will not be reviewed.

Incomplete applications will not be considered.

Only short-listed candidates will be invited to the interview.

The purpose of processing personal data at NGO «თავისუფალ ადამიანთა ფორუმი» is to manage applications in view of possible pre-selection and further recruitment. All personal data collected will only be used for this purpose and will in no case be transmitted to any third party without applicant's consent. Information submitted by applicant will be registered in NGO's database during one year.

## Contacts

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