



Client accountant

📍 Киев, 🔄 3 марта

Компания: [«Eltoma Corporate Services»](https://jobs.ua/company/id/419604) (https://jobs.ua/company/id/419604) ([Все вакансии](#))

Рубрики: [Бухгалтерия, финансы, учет/аудит](#)

Пожелания к сотруднику

Образование: не имеет значения
Опыт работы: не требуется
График работы: полный рабочий день

Описание вакансии

Position Title: Accountant (Remote)
Location: Remote (Work-from-Home)
Employment Type: Full-Time

About Us:

ELTOMA is a dynamic and growing sector company dedicated to providing a quality and value-for-money services. We are seeking a detail-oriented and highly motivated Accountant to join our team remotely. The ideal candidate will play a critical role in managing financial transactions, ensuring compliance with regulations, and providing insights to support business decisions.

Job Overview:

We are seeking a highly skilled and detail-oriented **Experienced Accountant** to manage bookkeeping and accounting services for our clients. The ideal candidate will have extensive experience in financial reporting, tax compliance, and client management. This role requires strong analytical skills, a deep understanding of accounting principles, and the ability to handle multiple client accounts effectively.

Key Responsibilities:

Bookkeeping & Financial Records Management

- Maintain accurate financial records and perform full-cycle bookkeeping for multiple clients.
- Reconcile bank statements, accounts payable/receivable, and financial transactions.
- Process invoices, payments, and expense reports efficiently.
- Maintain general ledger accounts and prepare journal entries.

Accounting & Financial Reporting

- Prepare monthly, quarterly, and annual financial statements.
- Assist in the preparation of management accounts and financial reports.

Tax Compliance & Regulatory Reporting

- Prepare and file tax returns and other regulatory filings as required.
- Ensure compliance with applicable tax laws and financial regulations.
- Provide guidance on tax planning strategies to optimise client financial performance.
- Liaise with tax authorities and other regulatory bodies as necessary.

Client Account Management

- Act as the primary point of contact for assigned clients, addressing queries and providing accounting support.
- Build and maintain strong client relationships through excellent service delivery.
- Assist clients with financial decision-making by providing relevant financial data.

Software & Systems Management

- Utilise accounting software such as QuickBooks, Xero, Sage, or similar platforms.

- Implement best practices in financial software usage to streamline operations.
- Ensure data integrity and accuracy in financial systems.

Key Requirements:

- **Education:** Bachelor's degree in Accounting, Finance, or a related field.
- **Experience:** Minimum of 3-5 years of accounting experience, preferably in a client-facing role.
- **Professional Qualification:** CPA, ACCA, CIMA, ACA, or equivalent is preferred.
- **Technical Skills:** Strong proficiency in accounting software (e.g., QuickBooks, Xero, Sage).
- **Regulatory Knowledge:** Strong understanding of accounting standards, tax regulations, and financial compliance requirements.
- **Attention to Detail:** High level of accuracy in financial calculations and reporting.
- **Communication Skills:** Excellent written and verbal communication skills.
- **Time Management:** Ability to manage multiple clients and deadlines effectively.

Preferred Qualifications & Additional Skills:

- Experience working in an accountancy practice or managing multiple client accounts.
- Strong analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- Knowledge of payroll processing and pension schemes is a plus.

Please apply via [info @ eltoma-global .com](mailto:info@eltoma-global.com)

Контактная информация

Сайт: <http://www.eltoma-global.com>