



Ваш надійний помічник

Помічник бухгалтера

📍 Київ,

Компанія: TMF Ukraine

Рубрики: [Бухгалтерія, фінанси, облік/аудит](#), [Офісний персонал](#)

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

Опис вакансії

About TMF Group

We help global companies expand and invest seamlessly across international borders. Our expert Accountants, Corporate Secretarial and HR and Payroll professionals are located around the world, enabling clients to operate their corporate structures, finance vehicles and investment funds in different geographical locations.

With operations in more than 80 countries providing outsourced compliance services, TMF Group is the global expert that understands local needs.

Key responsibilities

- Post and process journal entries to ensure all business transactions are recorded
- Track and monitor accounts receivable
- Issue and prepare invoices
- Track and monitor accounts payable
- Perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements
- Adhere to legal and company accounting and financial guidelines
- Update financial data in a timely manner
- Ensure that information is accurate
- React in a timely manner if the information is not accurate
- Develop KPIs
- Measure KPIs and prepare reports
- Support Senior accountant by request

Key requirements

- Relevant education (at least 4 years of studies in economics or accounting/audit)
- Be aware of basics of
 - accounting and taxation legislation
 - forms and methods of accounting
 - card of accounts and accounts correlation
 - document flow administration by accounting areas document requirements for fixed assets, inventory items and cash, AP, AR, T&E and related accounting entries
- Computer proficiency and some experience in accounting software packages (C1), word processing, spreadsheet and database systems
- Pre-intermediate level of English (at least)
- Be capable of multi-tasking and prioritization

What's in it for you?

- Employment in the international company
- Interesting international and local projects
- Real opportunities for professional growth
- Work with foreign clients
- Challenging and independent assignment in a professional team
- Attractive compensation package
- 24 holiday days + 4 extra
- Medical insurance (after successful completion of the trial period)
- Corporate education and trainings
- Corporate English classes
- Comfortable work environment
- Corporate events
- Flexible working hours and hybrid form of the work (distant-office work)
- Centrally located office (Kyiv, Yaroslaviv Val street)

Контактна інформація

Телефон: +38 (044) 298-56-71

Контактна особа: YuliaPrytulyak

Сайт: <https://www.tmf-group.com/>

Адреса: Вул. Ярославів Вал, 23А, 2 поверх м. Київ, 01054, Україна