Reporting Specialist

JOB RESPONSIBILITIES:

- In accordance with the defined deadlines prepare monthly, quarterly financial reports for CBA and submit to direct manager for review;
- Track the changes in the CBA regulations and reflect them in the financial reports;
- Calculate the CBA financial normative ratios and inform the management about any risk of the future breach by FINCA UCO;
- Prepare extra/additional reports required by CBA and submit to direct manager for review;
- Prepare monthly financial reports for FINCA International and Regional Office according to defined deadlines;
- Prepare financial reports to Lender organizations according to defined deadlines;
- Prepare reports required during Due-Diligence performed by Lender organizations;
- Prepare weekly portfolio aging reports and send them to FINCA International and Regional Office;
- Provide other external/ internal reports for management use;
- Calculate the financial covenants' ratios set by Lender organizations and inform the management about any upcoming breach.

REQUIRED QUALIFICATIONS:

- Higher education in Economics;
- 1 - 2 years of work experience in the relevant field or financial analysis;
- Required experience clarifying and interpreting the laws and legislative initiatives;
- Knowledge of International Financial Reporting Standards is a strong asset;
- ACCA full or part qualification is a plus;
- Excellent computer skills: knowledge of MS Office, namely Word and Excel;
- Mailing skills;
- Knowledge of Armenian, Russian and English languages;
- Analytical and problem solving skills;
- Attendance/Punctuality;
- Quality Management.

APPLICATION PROCEDURE: If you meet the requirements above and are interested in the position announced, please e-mail your detailed CV to FINCA at hr@finca.am. Please specify the subject line of your e-mail as "**Reporting Specialist – your Name Surname**".

APPLICATION DEADLINE: March 31, 2016