



JOB PROFILE

Finance Specialist

Overview

We are looking for a Financial Specialist to power up our team. The Financial Manager will be reporting to the Head of Finance. Working together as a team they will be responsible for establishing and running finance and internal control processes to enable smooth operations of the School.

Requirements

- Higher education in finance, tax, audit or accounting;
- Experience in related field as a Financial Controller, Finance Manager – desirable;
- Experience working at non-commercial establishments and retail are preferable;
- Excellent knowledge of finance data analysis and forecasting;
- Vast experience in budgeting, forecasting and management reporting;
- Strong knowledge of tax regulation in Russia;
- Experience working with audit organizations;
- Intermediate English – preferable, Russian – excellent reading and writing - must;
- Advanced problem-solving & decision-making skills;
- Ability to handle a large amount of paperwork and data flows;
- Excellent organizational and time management skills;
- High sense of responsibility & flexibility;
- Proficiency in computer literacy (Microsoft Office especially Excel).

Responsibilities

- Participating in and developing financial strategies by analysing its performance and risks;
- Monthly management reporting (P&L, BS, CF), ad hoc reports and data analysis;
- Cost controlling and oversight;
- Financial systems management;
- Budget preparation and its tracking;
- Costs/pricing & company performance analysis;
- Tax issues investigation and proposals for solutions;
- Forecasting and follow-up of cash flow daily, monthly, quarterly and annually;
- Preparation and participation in audit inspections;
- Implementation of cost-saving and cost-reducing solutions;
- Legal valuation of the contracts and financial documents;
- Implementing automatized projects to run financial workflow.

Conditions:

- Work in the international company and professional development in multicultural environment;



- Employment in according with Russian legislation;
- Competitive salary and compensation package;
- Annual performance related bonus;
- Health Insurance;
- Free lunches;
- 28 calendar days holiday;
- Brand-new fully furnished office and usage of school facilities by approved schedule;
- Working schedule 5/2, 8 a.m. – 5 p.m., short hours during school holiday.