

TITLE: Audit Assistant
DURATION: 3 months internship
LOCATION: Tbilisi, Georgia

JOB DESCRIPTION:

Audit Assistant is a junior professional position within the Assurance department. He/she is supervised by Senior Auditor (Team Leader).

JOB RESPONSIBILITIES:

- Participate in audit engagements and perform tasks assigned by senior auditors, in the office and at client premises during field work,
- Properly and accurately document the performed work in audit working papers,
- Participate in compilation of the auditor's reports and other deliverables,
- Ensure completion of assigned tasks within deadlines prescribed in planning memorandum of the audit engagement,
- Other duties as requested by supervising audit staff.

REQUIRED QUALIFICATIONS:

- University degree in Finance/Accounting or Economics
- Enrolment in a finance/accounting qualification scheme (ACCA or Georgian qualification scheme) is an advantage
- Demonstrated academic excellence and strong academic credentials
- Language skills: fluency in Georgian and English (spoken and written), knowledge of Russian is an advantage
- Word processing, spreadsheets, accounting software packages
- Demonstrated interest in self-development and ability to learn
- Verbal and written communication and reporting skills
- Analytical skills
- Excellent aptitude of team work
- Ability to work within deadlines
- Professional appearance and behaviour
- Willingness to travel for out-of-town engagements.

REMUNERATION/ SALARY: Internship will last during 3 months period and successful candidates will be eligible for a long term contract offer.

The firm offers support in continuous professional education programs related to professional qualifications in accounting and finance, e.g. ACCA, CFA, CPA programs and offers wide range of in-house and outsourced training programs for permanent employees.

APPLICATION PROCEDURES: Applicants are kindly requested to e-mail their application letters and detailed Curriculum Vitae (**in English language only**) to hr@ge.gt.com – including contact telephone numbers and email addresses.

Applicants are requested to indicate in the subject line of the message "Audit Assistant - internship". Shortlisted candidates will be invited for testing and interview.

APPLICATION DEADLINE: 30 September, 2018