



## KPMG Georgia LLC

**TITLE:** Audit Assistant

**OPEN TO/ ELIGIBILITY CRITERIA:** All interested candidates

**LOCATION:** Georgia, Tbilisi

**JOB DESCRIPTION:** Work to perform includes but is not limited to:

- examination with the results of previous audits, in order to understand the processes that are specific for this particular client;
- reconciliation of account balances with credit institutions in the accounting client with the data bank;
- check for the balance sheet date of certain assets and the accuracy of the reflection of their value;
- confirmation of an accurate and complete list of vendors;
- study of the inventory methods used by the client;
- conducting a test of inventory;
- testing of existing processes and controls.

**REQUIREMENTS:**

- University degree in Accounting/Finance/Economics (honours diploma, MBA, MA desirable);
- fluent in Georgian, English and Russian;
- readiness for intensive work and learning;
- be able to take business trips;
- opportunity to work full time;
- have the skills to work in a team;
- have the skills of analytical work;
- wish to learn and develop professionally (ACCA).
- Computer skills – good knowledge of office software;

**APPLICATION PROCEDURES:** Please register in the [KPMG's Global Applicant Tracking System](#) and complete the application online to participate in the Graduate Recruitment for the Georgia office.

You will be able to track your application on your personal page.

Please contact us at [general@kpmg.ge](mailto:general@kpmg.ge) if you have any questions about the use of the KPMG Recruitment System.

Only short listed candidates registered in the KPMG Recruitment System will be contacted for the test.

**APPLICATION DEADLINE:** 27 May, 2014

**ABOUT COMPANY:** *KPMG International is a global network of professional firms providing Audit, Tax and Advisory services. We operate in 155 countries and have over 155,000 people working in member firms around the world.*