



universepay

## ABOUT US

UniversePAY is an international advanced company providing a wide range of consulting services in financial field for private individuals and corporate clients worldwide.

The company is focused on sustainable development of innovative solutions, having an individual approach to every customer, keeping with high standards in international banking and legal practice.

As a rapidly growing company we are currently looking for a specialist for the position of:



universepay

OPEN POSITION

# FINANCE MANAGER

## MAIN RESPONSIBILITIES:

- Control and preparation reports of business activities.
- Create and distribute reports of financial performance in a timely manner, ensuring data accuracy.
- Participate in budgeting and financial planning.
- Prepare and submit financial reports to banks and authorities.
- Commission calculation, billing, payment control.
- Implementation of new processes and involvement in financial inputs from finance department.
- Cooperation with other employees by providing inputs from finance department.
- Preparation and submission of VAT reports.
- Perform balance sheet account reconciliation and analysis, resolve discrepancies and errors.
- Execute and document process controls related to financial compliance.
- Contribute to process improvement projects.

## REQUIREMENTS:

- Higher education in economics or finance.
- Experience as an accountant for at least 2 year or similar positions.
- Good understanding of European legislation.
- Knowledge regarding taxes and VAT compliance.
- Excellent MS Excel knowledge.
- Knowledges of 1C.8(Andi) will be considered as advantage.
- Interest in data quality and attention to detail.
- Excellent knowledge of English and Russian.
- Team player with good communication skills and positive attitude.
- Strong numerical skills.

## HERE'S WHY THE UNIVERSEPAY TEAM IS ALWAYS IN A GOOD MOOD:



Competitive salary



Full coverage of business trip expenses and bonuses



Dynamic business environment



Highly qualified, experienced, and friendly colleagues



Office in the city centre with free fruits and coffee



Career advancement opportunities



Training and studies, professional training



Corporate events



Annual paid vacation and a complete social security package

Your personal data is processed by SIA Universe Corporation, e-mail [info@universepay.eu](mailto:info@universepay.eu) phone +371 29898289 with necessity to apply for open job position, not being forced by anyone and pursuant to my own free will. To get more information about your personal data processing please read our Privacy Policy on [www.universepay.eu](http://www.universepay.eu)