

Assistants to Business is a young, ambitious and growing professional services company. We provide our Clients, mostly foreign investors, accounting outsourcing, financial management outsourcing and tax advisory services.

We offer an opportunity to join us as

Assistant Accountant

and progress gradually to Senior Financial Advisor with an opportunity to eventually become a Partner.

Personal Qualifications

- Communicability;
- Strong logical thinking;
- Spirit to serve;
- Ability to learn quickly.

Skills

- Good MS Excel and MS Word skills;
- Good English, Latvian and, preferably, Russian language;
- Good knowledge of accounting and finances;
- Work experience in accounting will be considered as an advantage.

After a short introductory training your initial responsibilities will include communication with Clients, inputting invoices and bank statements into accounting program, assistance in preparation of Statutory Declarations and management reports, assistance in preparation of financial statements, analysis of Clients' financial position. Our competent and fun-to-work-with team members will guide you through accounting, finance and client relations challenges.

We offer

- excellent career opportunities;
- excellent learning opportunities;
- opportunity to participate in shaping of the Company;
- remuneration and benefits commensurate with achieved results.

Please send your CV and motivation letter justifying why you are the best suited for the position to:

SIA "Assistants to Business"

A. Caka iela 91 – 9,
Riga, LV-1011

Fax: (371) 67167683

E-mail: hr4@a2b.lv

Deadline for applying: 06.04.2010.

Only selected candidates will be informed.

