



**Arena Tax Group** is one of the fastest growing and most successful tax advisory and accounting services companies in Europe.

We support large international corporations as well as medium-sized companies in the area of tax advisory and accounting. With headquarters in Warsaw, we have offices in Spain, Georgia and Estonia (Madrid, Tbilisi, Tallinn) and right now we are in the process of building our presence also in the new markets.

More information available here: [www.arenatax.pl](http://www.arenatax.pl)

We are looking for a person to join our team as:

## Chief Accountant in Warsaw with Russian and English

Workplace: Warsaw  
Reference number: ACR/10/17

### Key responsibilities:

- providing full accounting and financial advisory services for companies seated in Russia, including contact with Russian institutions,
- month-end closing activities and preparation of financial statements,
- managerial reporting based on data in the accounting system,
- cooperation with internal and external business partners.

### Qualifications & skills:

- higher education in economics, finance or accounting,
- fluent English and Russian,
- minimum 5 years of experience in accounting area,
- good knowledge of Russian corporate law, excellent understanding of accounting principles and financial accounting,
- MS Office skills (e.g. Microsoft Excel, other),
- excellent analytical, problem solving, presentation and communication skills,
- customer oriented can-do attitude,
- experience in managing multiple tasks while maintaining high quality of deliverables within deadlines.

**We offer:**

- work in Warsaw for Russian Clients,
- long-term relationship based on preferred type of cooperation,
- salary adequate to your skills and experience,
- very good working atmosphere in a high-profile company,
- opportunity to develop your professional skills and knowledge,
- participation in international projects and developing your career in an international environment.

If you are interested, please send your CV to: [rekrutacja@arenatax.pl](mailto:rekrutacja@arenatax.pl)

Please include the following statement in your application: *"I hereby consent to processing by the advertiser of my personal data, included in my application documents, for the purposes to implement the recruitment process according to the act of 29 August 1997 on personal data protection (consolidated text: Journal of Laws of 2016, pos. 922). I also consent to processing of my personal data by the advertiser for the purposes of any future recruitment processes."*