

“ARMENIA” INTERNATIONAL AIRPORTS” CJSC

Post Title: Reporting Specialist

Workplace: Zvartnots International Airport

Main activities and responsibilities:

- Prepare the reports packages,
- Prepare monthly, quarterly, semi-annual and annual controls upon request of internal audit,
- Analyze the finance activity of the Company,
- Manage the budgeting processes,
- Prepare timely reports and by the established procedure.

REQUIRED SKILLS

- Good knowledge of English and IFRS
- Minimum two years of work experience in “Big Four” or in any other international audit company
- Ability to work under strict deadlines
- Strong computer proficiency (including Word and Excel)
- Strong communication skills

APPLICATION PROCEDURES: All interested candidates who meet the requirements for the position are kindly requested to submit their CVs to: hrselection@aia-zvartnots.aero. The subject line of the message should have the title “**Reporting Specialist**”