

Vacancy announcement

Job title: Finance manager

Department: Administrative

POSITION SUMMARY

Supports the budgeting and reporting activities of PSG. Directly responsible for preparation of budget estimates, financial planning, monitoring and analyzing of budget and financial results of PSG.

DUTIES & RESPONSIBILITIES

- Developing new and effective techniques for financial planning
- Preparing the budget estimates from all the departments of the company and examining their correctness, accuracy and completeness
- Studying the previous budget and taking into consideration the benefits and losses incurred during the previous financial year
- Suggesting suitable amendments in the budget to the higher authorities and managerial staff of the concerned departments
- Consolidating the data for budget presentation and providing an overview of the financial status of all the operations
- Rendering financial advice to the management officials of different operations, to undertake proper financial planning and decision-making
- Submitting budget reports to the higher management of the company
- Preparing detailed yearly reports about discrepancies and amendments occurred in the budget
- Preparing cost benefit analysis and studying financial requests
- General analysis of finance reports obtained from various departments
- Determining, planning and foreseeing operation activities
- Hard-core analysis, fact verification, study and research
- Making use of spreadsheets and different statistical software to analyze the facts of their report

REQUIREMENTS

Education: Bachelors' degree in accounting, finance, economics or statistics

Work experience: At least 2 years of responsible work experience in a business or finance/accounting office for a consulting business; experience in financial planning

Languages: Candidate should have excellent Azeri, Russian and English language skills

Ethics: strong work ethic and attention to details

Additional knowledge: knowledge of financial enterprise systems, and business management software

Salary PSG offer a competitive remuneration package and attractive conditions of employment of high.

Disclaimer PSG is an equal opportunity employer

Send your CV to lale.abbasova@psg.az not later than June 15, 2012

For more information about PSG, please visit www.psg.az