

# TRUSTMOORE

Would you like to work as an Accountant in a great accounting and finance team and be responsible for your own client portfolio?

Then you are the  
**ACCOUNTANT**  
we are looking for!

## What you will do?

As an Accountant you work closely with your colleagues of the Accounting & Finance team in order to continuously exceed our clients' expectations. In this position, you are responsible for managing the financial activities concerning a client portfolio. You will be responsible for a wide range of administrative and financial tasks, such as periodic reporting, processing of investment transactions and bookkeeping of client portfolios.

Other responsibilities are:

- Accounting for a range of financial instruments and capital structures, active in the securitization or real estate industry;
- Processing balance sheets and income statements according to legal and company accounting and financial guidelines;
- Preparing and analyzing monthly, quarterly and annual figures;
- Preparing company management accounts;
- Preparing periodic financial reports, budgets and cash flow statements;
- Preparing statutory financial reports as well as client-specific reports;
- Preparing and file VAT and other tax returns;
- Preparing and filing regulatory statistical returns to central banks;
- Administering accounts receivables;
- Participating in projects for new systems implementation and reporting optimization;
- Working closely with stakeholders, clients and other Trustmoore offices.

## Where will you be working?

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. At Trustmoore, we score as a team and our colleagues are on top of their game. Trustmoore is a boutique-style corporate service provider with four lines of business: Fund Services, Structured Finance & Capital Markets Services, Multi-Family Office Services and Corporate Expansion Services.

You will be working for the rapidly expanding business lines Structured Finance & Capital Markets and Funds Services as well. We pride ourselves of working with well-known asset managers, law firms, tax advisors, banks, private equity and real estate firms. We want to excel in what we do, nothing more, nothing less. Word of mouth marketing is the best form of advertisement for us.

You will receive a competitive salary, food vouchers, health insurance and you can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular sport events with your colleagues;
- Our annual ski trip;
- Interaction with more than 6 colleagues in Sofia and 170 colleagues worldwide.

## How do you fit in the team?

As an Accountant, you need to manage ad-hoc activities, next to your daily work. In this position, you need to prioritize what is important, have a hands-on and independent work mentality and be able to deal with stress. A helicopter view is required, since you are responsible for the complete financial processes and reporting deadlines of your clients. You are proactive, know what you are capable of, possess good communication skills and not afraid of asking questions.

Other relevant qualifications for this profile:

- Bachelor / Master's in Business Administration, Finance Accounting or equivalent;
- At least 4 years' accounting experience;
- Excellent written and verbal communication skills in English;
- Entrepreneurial business focus and problem-solving attitude;
- Self-motivation and ability to work independently and as a part of a team;
- Excellent knowledge of MS Excel;
- Ability to cope with deadlines.

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore please contact Mariya Vrangova, by email [mariya.vrangova@trustmoore.com](mailto:mariya.vrangova@trustmoore.com).

**About us**

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals. The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We're in it for the long run, that creates value for us and for you. This results in a very personal and informal company culture with a healthy work-life balance. We are proud of that and we call it being professional in a non-corporate way.

Do you want to learn more about us?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.