



# UNITED PARTNERS

United Partners is an independent investment firm established in 2003 in Tallinn. Our core businesses are corporate finance advisory services and direct investments into private companies and commercial real estate. Majority of United Partners operations take place in the Baltics. Our team consists of specialists with extensive background and valuable knowledge in banking and corporate finance spheres in senior executive positions.

We are looking for

## FINANCIAL CONTROLLER

to work in our Tallinn office

### Job profile:

- Oversee accounts and investments;
- Create regular and ad hoc reports to identify results, trends and events;
- Create regular and ad hoc financial forecasts and budgets;
- Manage liquidity positions and cash flows;;
- Ensure that all financial transactions are properly recorded, filed and reported; Examine all financial reports and data to check for discrepancies;
- Ensure compliance with financial covenants and legal requirements;
- Create systems to prevent errors in data collection and calculations;
- Suggest updates and improvements for accounting systems and procedures;
- Collaborate with auditing services to ensure proper compliance with all regulations;
- Review financial plans and budgets regularly to look for cost reduction opportunities and other efficiency measures;
- Other tasks according to the business requirements.

### The suitable candidates would have the following qualifications:

- Honest, open, creative, proactive and conscientious career committed individual;
- University degree (or studying at university, 3<sup>rd</sup> year) in accounting, economics, finance or a related field;
- Analytical skills, critical thinking and problem-solving skills;
- Excellent written and verbal communication skills;
- Strong organizational skills with the ability to multi-task;
- Ability and willingness to work in a team, yet be self-driven and goal oriented;
- Fluency in English and Estonian, knowledge of Russian is also an advantage;
- Proficiency in MS Office (MS Excel, MS Word and MS PowerPoint, in particular);
- Previous work experience in related sphere would be a great advantage.

We offer a challenging opportunity to work and grow with our rapidly developing company. Our employees are provided with motivating compensation package as well as with interesting work within experienced and ambitious team of professionals.

If you find this proposal to be of interest for you, please send your CV together with a motivational letter to e-mail: [career@unitedpartners.ee](mailto:career@unitedpartners.ee) before August 31<sup>st</sup>, 2018.

More information is available [www.unitedpartners.ee](http://www.unitedpartners.ee)