



Vacancy

SENIOR ACCOUNTANT, LATVIA

Rail Baltica is the largest Baltic transport infrastructure project that will create the North – East economic corridor. It will be an electrified, high speed railway line with modern infrastructure for passenger and freight services, ensuring environmentally friendly and fast transportation from Tallinn to the Lithuanian-Polish border. Rail Baltica will connect the Baltic States with Central and Western Europe. The project is largely co-financed by the European Union. It must be well-governed, with clear financial flows and procurement systems. RB Rail AS is looking for a new enthusiastic **colleague** to join our growing team in a position of **SENIOR ACCOUNTANT**.

Our ambition is to plan, monitor and control the delivery the new best-in-class, innovative, environmentally friendly railway infrastructure with cost competitive technical solution in the region to improve the long-term well-being of the society of the Baltic States and European community. RB Rail AS is the three Baltic States' joint venture, it was established in October 2014 and is registered in Latvia. Main business of the joint venture is the design, construction and marketing of the railway. RB Rail acts as a main coordinator of the project

JOB PURPOSE

On behalf of the joint venture the Senior Accountant will be responsible for recording supplier invoices, business trips, fixed assets and other financial transactions in the accounting registers of RB Rail AS and its branches in Estonia and Lithuania, for ensuring quality of the documentation supporting the accounting entries, cooperation with local and EU auditors, providing information to colleagues and take part in the preparation of various reports.

QUALIFICATION

- Higher education in accounting, finance, economics or business administration;
At least 3 years of experience in accountant's position performing similar tasks as specified below;
- Good knowledge of Latvian accounting and tax rules;
- Understanding of IFRS and principles for preparation of financial statements;
- Experience with using international accounting systems. Previous experience with Microsoft Dynamics NAV would be regarded as advantage;
- Excellent MS Office skills;
- Experience with EU grants funding would be regarded as advantage;
- Ability to work independently, precision and initiative;
- Fluent in English and Latvian languages;
- Good communication skills;
- Previous experience working in international environment would be regarded as advantage.

RESPONSIBILITIES

- Maintain accounts payable, including booking of supplier invoices, business trips and expense claims, preparation of bank payment orders and booking of bank payment transactions;
- Allocation of costs to project activities and recording other bookkeeping dimensions in accordance with RB Rail's Accounting policy and procedures as part of accounts payable booking process;
- Maintain fixed assets register and General Ledger bookings, accruals, provisions and deferred expenses;
- Maintain paper and electronic documentation in accordance with the requirements of accounting laws of Latvia, EU Grant agreements and RB Rail's filing system;
- Prepare monthly tax reports;
- Prepare accounting information for auditors, RB Rail management and staff, assist Finance staff with preparation of accounting data for project reporting and CEF (Connecting Europe Facility) Grants related reporting.

ORGANISATION REPORTING STRUCTURE

The **SENIOR ACCOUNTANT** will report to the Accounting Manager.

OFFICE LOCATION: Full time position, located in Riga.

SALARY: From 1600 EUR/Gross.

If you feel that your experience and personality match the respective position and you are willing to be a part of the challenging and unique project, please, send your Motivation letter and Resume (CV) in English with the subject "SENIOR ACCOUNTANT" to RB Rail AS recruitment partners CVO Recruitment Latvia: rbrail@cvor.lv. Ph. +371 67356120.



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