



VACANCY for Audit Senior and Medior Assistants

Audit Senior and Medior Assistants

At BDO, we understand that exceptional service to our clients begins - and ends - with exceptional regard for our people. We are committed to making great career and development opportunities happen. Freedom to succeed in an environment where development and ongoing learning is valued and promoted. A collaborative culture where you're a name not a number. Recognition that your career with us is just one important aspect of your life. A strong local presence together with a global reach and global opportunities. We offer a generous benefits package, career development opportunities and a culture of ambition and personal growth. We offer a culture so rich in professional opportunity, personal fulfilment, and long-term growth. We are committed to the sustainable development of our people's professional life. We respect the people who work for us and provide them with the opportunity to develop their talents. Accountability and personal responsibility is encouraged at all levels and structured career planning and training gives our people more client experience and more partner time. Our global culture is built on respect and awareness of local cultural needs and differences, and we aim to be an ethical, socially and environmentally responsible organization anywhere in the world.

Duties and Responsibilities:

- ▶ Prepares audit workpapers and conducts audit research as needed
- ▶ Prepares a variety of detailed accounting and statistical functions related to auditing
- ▶ Works closely with audit seniors to effectively manage responsibilities on audit engagements
- ▶ Develops an understanding of the audit client's industry and marketplace
- ▶ Use technology to continually learn, share knowledge with audit team members, and enhance service delivery
- ▶ Prepares work papers that are organized, neat, and supported by conclusions
- ▶ Maintains accurate time and expense records to ensure proper billing of clients
- ▶ Complies with relevant continuing professional education requirements

Desired Skills, Abilities and Characteristics:

- ▶ At least two years of relevant professional experience and completed education is required
- ▶ Professionals must be able to meet assigned deadlines and quality standards
- ▶ The audit staff is expected to correctly perform audit procedures in a timely and professional manner
- ▶ Professional and mature attitude
- ▶ Ability to maintain confidentiality of firm and client information
- ▶ Effectively communicate through oral and written means
- ▶ Client service oriented
- ▶ Commitment to the profession and the firm
- ▶ Attitude to learn and effectively use multiple software applications
- ▶ Ability to apply principles of accounting to analyze and prepare financial information
- ▶ Excellent organizational skills
- ▶ Ability to demonstrate confidence and good judgment when interacting with colleagues, supervisors and clients
- ▶ Ability to work well with others

If interested, please email your application letter with Curriculum Vitae not later than **August 11th, 2023**
Email: info@bdo.sr (with in the subject 'Audit Senior and Medior Assistants')

This can also be viewed on following the link: www.bdo.sr

