

# Experienced Assurance Associate

**Location:** Baku

**Grade:** Associate

**Code:** AA 1616

**Employment type:** Full time

## We're looking forward to the future!

Our success is powered by our people, which is why we're always finding new ways to invest in you.

We've got a clear purpose, and we're confident in our future, because we're adapting and evolving to build on our strengths, ensuring we continue to find the right combination of global reach, integrity, and expertise. We shape the future together with openness and clarity because we believe in empowering people to think creatively about how we can do things better.

## Key Responsibilities:

- Understanding clients' needs and expectations, their business and industry, accounting and control systems, employees, company values and industry.
- Developing an understanding of the firm's audit approach and tools.
- Assessing risks and evaluating the client's internal control structure.
- Performing substantive tests and tests of internal controls to identify and resolve accounting or reporting issues.
- Drafting financial statement disclosures under prescribed formats.
- Any other task reasonably assigned to the staff member and within their skill set.
- Meet client expectations and project deadlines.
- Willingness to study towards ACCA.

## Duties:

- Always represent BDO in a professional manner through punctuality & appearance.
- Maintenance of accurate records of time spent on each project.
- Meet the employer's expectations and project deadlines.

## Qualifications:

- Bachelors in Accounting, Finance, Economics, Mathematics, Business degrees.
- 2/3 years of audit experience handling and executing audits.
- Fluent in Azerbaijani, Advance knowledge of English, Russian knowledge is an asset.
- Working knowledge of IFRS.
- Experience working with clients across industries such as manufacturing, real estate, financial services, etc.
- Studying towards ACCA (preferably completed fundamental level exams).

Please send your resume and a cover letter detailing your relevant experience and why you are interested in this position to [recruitment@bdo.az](mailto:recruitment@bdo.az) with **AA1616** mentioned in the subject of your email.