

**Portonovi Resort Management Company:** owned by Azmont Investments, operates Portonovi Resort aiming to redefine standards set within Montenegro and across the Mediterranean. This luxury resort prides itself in becoming a globally recognized development set in a unique position at the entrance to Montenegro's beautiful Boka Bay. Portonovi offers an array of luxury residences set in a tranquil waterfront location.

Our mission at Portonovi is to treat all its associates, guests and colleagues with respect and through collective hard work we continue to create a friendly working environment and to be known for delivering exceptional service throughout Portonovi.

## **Reporting and Controlling Officer Portonovi, Montenegro**

**Number of staff:** 1

**Location:** Portonovi, Herceg Novi

**Job description:**

- Preparing interim and annual financial statements for Group reporting purposes;
- Preparation of Budget and monthly Budget reporting
- Preparing monthly reports for management information purposes;
- Work closely with all departments to ensure optimization of costs;
- Performing analytical procedures on Balance Sheet and P&L on a monthly basis;
- Supporting the preparation of the statutory financial statements;
- Suggesting accounting treatments for new transactions and preparing accounting memos;
- Preparing IFRS accounting entries in the context of monthly and annual financial closing;
- Actively pursuing business issues that impact the general ledger and evaluating the situation for acceptable solutions;
- Liaising with external auditors;
- Performs all other relevant tasks assigned by the Superior

**Preferred competencies:**

- Strong numeracy skills, able to review financial reports
- Knowing third party's booking systems and channels
- Fluent in English language (spoken and written)
- Computer literate (MS Office package)
- ACCA Certification

If you believe you have the experience and skills required for this position and are looking for a role that will challenge you in a growing market, then please do not hesitate in applying.

**All applications will be dealt with in strict confidence, if you are interested please get in touch by emailing your CV to [career@portonovi.com](mailto:career@portonovi.com)**

**Application deadline 08.08.2021.**