

Due to expansion of our operations, for our office in Belgrade we are looking for:

## Finance Manager

### RESPONSIBILITIES

- Conducts financial/business analysis including the preparation of reports
- Provides monthly reports to management to track project budgets, T&E allowances, revenues, among others
- Reviewing and ensuring correct accounting treatment for transactions
- Develops and maintains effective control procedures to supplement corporate procedures
- Reviews monthly financial results and business metrics for the account as a whole, as well as each location
- Analyses and interprets financial operational and transactional data to generate meaningful statistics
- Compiles broker and/or management reports and pipelines for forecasting process
- Trains and guides business operations staff to ensure firm grasp of company policies and procedures
- Liaise with external auditor for statutory audit and drafting of financial statements
- Drafting agreements. The position requires good and practical decision-making ability, the ability to interact effectively with Company employees, executives and outside counsel
- Experience relevant to the Company's business, such as sales, leasing, brokerage law or other commercial real estate transactions, would be helpful.

### EDUCATION AND EXPERIENCE

- Bachelor's degree (BA/BS) from four-year college or university
- At least 5 years comprehensive experience in related field
- Fluent in both written and spoken English
- Ability to read, analyse and interpret general business contracts. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients and employees.

### SKILLS

- Independent thinker and a dependable team player
- Ability to solve problems involving several options in situations
- Excellent customer service skills
- Excellent oral, written and presentation skills
- Excellent ability to work as part of a team

If you are interested in joining our team and pursuing your career in an inspiring and dynamic environment please send your CV and cover letter, no later than Tuesday December 18<sup>th</sup>, to [jobs@cw-cbs.rs](mailto:jobs@cw-cbs.rs)

Only short-listed candidates will be contacted

CBS International is the leading real estate consultancy in Serbia in terms of revenue for eight years, providing variety of services including: Office Agency, Retail Agency, Residential Sales and Leasing, Industrial Agency, Land Agency, Valuation and Development Advisory, Capital Markets, Market Research, Project Management, Facility Management, Property Management and Marketing.

CBS International is a member of Cushman & Wakefield Alliance, a leading global real estate services firm with 45,000 employees in more than 70 countries. Cushman & Wakefield is among the largest commercial real estate services firms in the world with revenue of \$6,9 billion across core services.

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