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**HotForex** is an **award winning** forex and commodities broker providing trading services and facilities to both retail and institutional clients. Operating under the brand name “HotForex”, HF Markets Europe Ltd. is **authorized and regulated** by the Cyprus Securities and Exchange Commission (CySEC) and the Company holds a Cyprus Investment Firm license with number 183/12 and may freely provide cross-border services in other Member States and Countries.

Position: **Head of Accounting and Finance** Department: **Accounting & Finance** Reports To: **CEO**

### **RESPONSIBILITIES & DUTIES**

- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure
- Ensure an accurate and timely monthly, quarterly and year end close
- Ensure the timely reporting of all monthly financial information
- Execute all daily banking requirements
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner
- Collaborates with the other department managers to support overall department goals and objectives
- Monitors and analyses department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy
- Advises staff regarding the handling of non-routine reporting transactions
- Responds to inquiries from the Directors regarding financial results and special reporting requests
- Works with external auditors to ensure a clean and timely year end audit
- Supervise the general ledger group ensuring all financial reporting deadlines are met
- Assist in development and implementation of new procedures and features to enhance the workflow of the department
- Liaisons with relevant ministries for compliance regarding tax, social insurance and other employer obligation
- Carry out monthly control activities in relation to payroll expenses
- Provide training to new and existing staff as needed
- Carries out any further duties assigned by their line manager
- Contributes to a positive and dynamic working environment

### **REQUIREMENTS**

- University Degree in Accounting or similar
- ACCA or ACA Member
- Minimum 5 years experience; experience within FX industry would be considered an advantage
- Prior management experience required
- Able to multitask and meet strict deadlines
- Fluency in English – extra language would be considered an advantage
- Able to work in a fast paced environment

### **BENEFITS**

A very competitive remuneration and benefits package is offered to all successful candidates including 13<sup>th</sup> salary and medical insurance, in addition to the opportunity to work within an exciting and engaging work environment where you will be given the tools and guidance to reach your full potential.

Applications must be made through our careers webpage: [www.hfeu.com/careers](http://www.hfeu.com/careers)

All applications will be treated as confidential.