



Job Announcement

Position: Associate Consultant

The position of an Associate Consultant is taken up by university graduates or by persons with little or no work experience. People employed at this level, as members of teams, take part in advisory works for clients of the firm, performing entrusted tasks in compliance with the guidelines of consultants. All our New Joiners undergo general introduction trainings and other technical trainings.

The Associate's duties may include, without limitation:

- Performing the assigned sections of advisory projects
- Review and analysis of financial, operational, control and accounting processes of clients' business operations
- Studying industry sector or market information
- Preparing financial projections for investment projects in various business sectors
- Understanding and Documenting Clients' Business Processes
- Drafting review reports and recommendations
- Studying newspapers, magazines and other business related publications and analyzing statistical, economic and financial information

Projects may encompass:

- Investment feasibility studies and preparing strategic business plans
- Budgeting, cost management and performance management advisory work
- Business Process Improvement work
- Enterprise Risk Management, Internal Audit and Internal Control advisory projects

Candidates should at minimum possess the following:

- Masters degree or equivalent in business administration, accounting, finance and/or economics from a reputable university (enrollment in CIMA, ACCA or CFA will be considered as an advantage)
- Knowledge of international financial reporting standards (IFRS)
- Familiarity with basics of Management Information and Accounting Systems
- General understanding of the regulatory framework governing business activities and the accounting profession (in Armenia and internationally)
- General understanding of local and international economy and finance
- Experience in drafting professional reports
- Excellent English, Armenian and Russian written and verbal skills
- Highly developed PC skills (spreadsheets, statistical software, DBMS)

Personal qualities required of a SAMS Consulting CJSC professional:

- Ability to understand people and work with them: Good interpersonal skills and ability to handle challenging situations. Ability to communicate, persuade and motivate.
- Good technical competencies and strong will to grow professionally
- Intellectual and emotional maturity: Be organized. High sense of responsibility. Dependability. Integrity and ethics. Good judgment. Flexibility.
- Personal drive and initiative: Be self-sufficient and inventive to find solutions. "Go-getter".

If you meet the above requirements, please submit your CV with a motivation cover letter by e-mail to info@samsconsulting.com by 18:00, 20 May 2017.

We thank all applicants for their interest, however those strictly meeting the minimum requirements will be contacted for interview.

We are an organisation that presents the career paths of our employees in an open and transparent way. We have prepared a model of competences which the employee should possess at particular stages of professional development. If you fulfil all the criteria described to the given level, it means you are ready to enter the next level. And remember: You are in charge of your own career!

Core Competencies for Associate Consultant

Application of Technical Knowledge and Skills

- Provides supervision to others in completing their technical tasks
- Called upon for advice and guidance based on expertise gained by working in different countries and organizations
- Contributes advanced knowledge and expertise

Client Orientation

- Proposes effective services and solutions to staff beyond presenting issues and past challenges
- Assists colleagues adapt to the cultural and business norms of diverse clients and country situations
- Gains respect for the breadth and depth of expertise demonstrated in effectively managing diverse clients and country situations
- Called upon to resolve client situations that may impact their long-term relationship

Achieving Results and Problem Solving

- Resolves situations where client needs are not being met
- Shares past experiences from different projects, organizations, and countries to help achieve quality results
- Ensures that thorough analysis includes current and relevant factors from different countries and contexts
- Sought out for guidance and experience in overcoming the most challenging situations
- Draws on long-term relationships with stakeholders to help plan for and achieve results

Working Together, Communication and Knowledge Sharing

- Provides stakeholders with the level and quality of information required to achieve outcomes
- Encourages others to seek long-term solutions to address feedback opposed to focusing on immediate concerns or reactions
- Uses breadth of multi-country and multi-client knowledge to equip clients and staff for more effective outcomes
- Designs and implements project and program knowledge and services Addresses team members not contributing to required standards
- Commits to delivering timely and high quality work to assist in the team's success
- Develops and maintains good internal and external peer and senior level relationships
- Helps teams understand common features to build rapport and overcome challenges

Innovation and Change

- Consistently seeks more effective and practical ways for the delivery of services, products, and processes
- Proposes new ways to improve the quality and relevance of products and services
- Includes the core benefits and reasons for change when developing comprehensive change roll out plans
- Influences and persuades decision makers by presenting business cases supporting the proposed changes