

JUNIOR ACCOUNTS EXECUTIVE

YOUR ROLE:

- Reviewing the subsidiary level day to day payments in compliance with company policies, internal controls, and accounting standards.
- Assist in month-end and year-end closing activities by preparing monthly, quarterly and annual financial statements.
- Preparing schedules, reconciliations and various reports as requested by the management.
- Record day-to-day financial transactions including accounts receivable, accounts payable and preparing bank reconciliations.
- Assist in preparation of tax returns, ensuring that all necessary documents are prepared and filed on time.
- Laise with auditors, banks and other third parties when necessary.

YOUR PROFILE:

- A Bachelor’s degree in Finance or Accounting from a recognized University/ Institute. Part qualification in AAT/ICASL/CIMA/ACCA would be advantageous.
- Minimum 1 to 2 years of experience in a similar role.
- Sound knowledge of taxation, IRD related compliances and accounting standards.
- High standard of technical, analytical & reporting skills.
- Ability to work independently and exercise initiative with minimum supervision.
- Fluency in written & spoken English.
- Conversant with MS Office packages and proficiency in Advanced Excel.
- Ability to work effectively in a team environment.

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George Stuart



BELIEVE

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