

JOB PROFILE
CLIENT ACCOUNTING DEPARTMENT

ASSISTANT ACCOUNTANT

Reporting Line: Accountant, Manager

KEY RESPONSIBILITIES – The below is a non-exhaustive list of the duties to be performed by the Assistant Accountant.

- Perform general clerical duties to include, but not limited to, copying, faxing, mailing and filing;
- Assist in preparing monthly, quarterly and annual reports;
- Liaise with external parties according to the needs of the client;
- Maintain the accounting records and prepare all financial reports in accordance with IFRS;
- Bookkeeping on a regular basis to agreed deadlines;
- Monitoring and manage receipt of necessary information for its accuracy and completeness;
- Liaise with clients to keep them up to date regarding accounting matters;
- Perform accounting function (Bank Reconciliations, analysis etc.) for all client entities;
- Review of files and journal entries;
- Review payment instructions prior to filing or execution;
- **Tax:** Doing tax returns; quarterly computations & filing; Upload tax returns on MNS and arrange for electronic filing; Quarterly filing of CIS managers/corporate & APS tax filing;
- **Filing:** Filing of audited financial statements& financial summaries with FSC,ROC or MRA where applicable; required filings with MRA – PAYE/VAT/NPS/TDS; filings with BOM;
- Assist in the audit process. Including but not limited to ensuring that engagement letter has been signed, attend to audit queries, rigorous follow-up with client and other third parties to clear pending queries;
- Liaise with clients, banks, FSC, MRA, auditors etc.;
- Daily and effective input on timesheet or any time management system;
- **VAT:** Preparation of monthly and quarterly VAT Returns; Follow up VAT repayments and clarify any issues with relevant parties;
- Any other cognate duties that may from time to time be required which are appropriate to the role and business requirements.

QUALIFICATIONS & SKILLS

- Degree in Accounting or has embarked on ACCA Level 2 studies;
- 2-3 years of working experience in a similar position within the offshore sector;
- Hands-on experience in SAGE Evolution software would be an advantage;
- Good analytical and problem solving skills;
- A high level of accuracy and attention to detail;
- Excellent written and verbal communication skills - ability to draft effective communications (emails, letters, memos, instructions) with good grammar, spelling & proofreading skills;
- Strong organizational and multi-tasking skills;
- Ability to work in a fast moving, demanding, high-pressure environment and maintain confidentiality;
- Highly motivated with the ability to work well as an individual and in team;
- Computer Literate: Ms. Office Word, Excel, PowerPoint & Outlook.