

Job Description

JOB VACANCY REF NUMBER:

2022-03 (15th June 2022)

JOB TITLE:

Senior Accountant

PURPOSE OF THE JOB:

We are looking for a detail-oriented senior accountant to perform and coordinate accounting duties within APT. The senior accountant's accountabilities include preparing financial reports, performing account reconciliations, maintaining the general ledger, preparing tax returns, assisting with audit preparations, and performing other accounting duties as assigned.

To be successful as a senior accountant, you should have a solid working knowledge and strong financial analysis skills. An outstanding senior accountant should also possess strong Excel skills, be, highly organized, and able to work with little to no supervision in addition to performing under pressure.

DUTIES & RESPONSIBILITIES:

Accounting

- Be able to work independently and generate reports requested by management on a time-to-time basis.
- Booking Account Payables after verifying against PO / Service Reports / GRN / Invoices and processing payment for the same.
- Posting Accounts Receivables on monthly basis.
- Reconciling Payables against their Statements before preparing payments.
- Updating the Fixed Assets Register with new additions and disposals.
- Calculating and booking depreciation for Fixed Assets.
- Compute & report the value wise variances between withdrawals as per store and accounting dept.
- Booking of all the related party transactions as per their invoices / after matching with their statement of accounts.
- Reconciling local intercompany balances.
- Issue Debit and Credit notes if necessary to related parties.
- Issue Debit and Credit notes if necessary to Customers.
- Preparing Bank Reconciliation statements for all the foreign currency accounts – GBP, USD & EURO.
- Recording & reporting of Project wise spent.
- Conduct monthly and quarterly reconciliations of all the accounts.
- Assisting FM in monthly SAP submission for Board report.
- Any other transactions instructed by FM.

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Banking

- Coordinate and resolve various issues with bank such as booked and applied Forex rate differences, bank fee anomalies etc.
- Booking Exchange Rate for Forex Transactions.
- Prepare and provide necessary documents to bank for yearly review.
- Bank liaison.

Reporting

- Inputting financials into SAP- BPC monthly.
- Providing required information to file Italy VAT returns – Monthly / Quarterly / Yearly.
- Preparing any other reports requested by FM and Management.
- Auditing
- Direct internal and external audits to ensure compliance.
- Completes external audit by providing required information on time.
- Preparing assigned schedules for the annual and interim audit.
- Coordinate internal audit team and provide required information.
- General
- Backup on Sage
- Any other duties / responsibilities assigned on time-to-time basis.

CANDIDATE:

- Bachelor's degree in accounting or finance required.
- Minimum 6 years of solid accounting experience.
- Working knowledge of tax laws and GAAP.
- Strong financial analysis skills.
- Strong communication skills, both written and verbal.
- Strong organizational and stress management skills.
- Ability to train and manage staff.
- Ability to work with little to no supervision.

REPORTING TO:

Finance Manager APT

WORKING HOURS:

- Full-time - 5 working days
- 7.00 am to 4:30 pm Sunday to Thursday
- Additional hours may be requested based on business demands

PROBATION:

6 Months

Person Specification

KNOWLEDGE:

- Experience in a highly structured manufacturing industry
- Superb collaboration and communication skills.
- Exceptional analytical and problem-solving abilities.
- Excellent organizational and time management skills.

Desirable:

- Time Management
- Working to Targets
- Management skills
- Good Organization Skills

WORK SKILLS

Essential:

- Analyse complex financial reports and records Self-Motivated
- Organised
- High level of accuracy and attention to detail
- Organised
- Good Interpersonal Skills
- Prepare financial reports
- Perform account reconciliations
- Must be fluent in written and spoken English
- Accuracy and attention to detail
- Able to maintain focus in a high-pressure environment

GENERAL SKILLS/ ATTRIBUTES:

Essential:

- Ability to train and manage staff.

Desirable:

- Familiarity with accounting software and programs

EXPERIENCE

Essential:

- Maintain the general ledger, prepare tax returns, assist with audit preparations, and perform other accounting duties as assigned

Desirable:

- Good Understanding of Manufacturing/Production Environments

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EDUCATION:

Essential:

- Bachelor's degree in accounting or finance required.

Desirable:

- ACCA

QUALIFICATIONS

Essential:

- Proficiency in Microsoft Office, particularly with Excel.

Salary:

- Competitive package based on experience