

Job Description

JOB VACANCY REF NUMBER:

2023-25 (1st June 2022)

JOB TITLE:

Junior Accountant

PURPOSE OF THE JOB:

We are looking for an ambitious Junior Accountant to provide support to the financial department by managing daily accounting tasks. You will be part of a team of professionals working to maintain order and transparency for the company's finances.

Preparing financial statements and reporting are a large part of the junior accountant's day-to-day work. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail.

The goal is to contribute to the overall efficient operation of the department and help the company be fully aware of its financial condition. This way it can make the right decisions and accomplish long-term success.

DUTIES & RESPONSIBILITIES:

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations.
- Assist in the processing of balance sheets, income statements, and other financial statements according to legal and company accounting and financial guidelines.
- Assist with reviewing expenses, payroll records, etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assist with other accounting projects

CANDIDATE:

- Proven experience as a junior accountant
- Great attention to detail
- Good with numbers and figures and an analytical acumen
- Good understanding of accounting and financial reporting principles and practices
- Excellent knowledge of MS Office
- Extensive knowledge of functioning using an ERP system, ex:-SAP.
- Qualifications (ACA, ACCA, or CIMA) are a plus but not required.
- BSc/Ba in accounting, finance, or a relevant field

REPORTING TO:

Finance Manager

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WORKING HOURS:

- Full-time - 5 working days
- 8.00 am to 5:30 pm Monday to Friday
- Additional hours may be requested based on business demands

PROBATION:

6 Months

Person Specification

KNOWLEDGE:

- Clear communication skills.
- Analytical and problem-solving abilities.
- Excellent organizational and time management skills.

Desirable:

- Time Management
- Working to Targets
- 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
- 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:

- Familiarity with accounting software and programs

Desirable:

- Able to maintain focus in a high-pressure environment

EXPERIENCE

Essential:

- Handled data entry financial work

Desirable:

- Worked in a manufacturing or engineering environment

EDUCATION:

Essential:

- Bachelor's degree in accounting or finance required.

Desirable:

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- ACCA

QUALIFICATIONS

Essential:

- Proficiency in Microsoft Office, particularly with Excel.

Salary:

- Competitive package based on experience