

Job Description: Accountant

Job Summary/Objective:

Responsible for the management and reporting of financial information, including analysing data, preparing financial reports, budgets, tax returns, and accounting records.

Responsibilities & duties:

- Organise accounting records such as registers, ledgers, journals and individual accounts
- Evaluate and reconcile diverse financial operations, inspect and confirm source documents, including invoices and expense vouchers to affirm commitments and post suitable records
- Assist with tax returns if required
- Accrue journals and balance sheet reconciliations
- Manage schedules of standard objectives, financial statements and reports
- Organise source documents, files and other account affiliated information
- Organise all routine registers; manage the budget and carry out analysis on all data
- Perform proper maintenance of all end-of-year records
- Maintain relevant spreadsheets, online databases and all accounting software
- Supervise invoices and keep contract filing system up to date
- Undertake audits as directed
- Maintain technical knowledge by researching accounting policies and regulations
- Organise journal entries, perform analysis on account records and reconcile statements for month ending

Skills/Attributes required:

- Strong understanding of Accounting systems and processes
- Excellent verbal and written English communication skills
- Proactive, highly motivated and flexible
- Highly organised and attention to detail
- Time and schedule sensitive
- Experienced with MS Office including Word, Excel, and Outlook
- Experience working with Western companies (preferred)

Qualifications/Experience required:

- With bachelor's degree preferably Business Administration, Accountancy or Finance
- 1-2 year(s) experience in Accounting or Bookkeeping (preferred)
- Accounting/CPA qualified (preferred)