



## About us

The people within our network set us apart from our competitors and makes us unique. Together, we are an international family who fully embrace and live our values.

At L.E.A., we bring the best in the world to family and businesses everywhere. Owner managed and independent, we know what you need to know and understand how you feel. Through our national and international networks, we have the resources to service businesses and families of all sizes.

We also know that every business and family are different. L.E.A. tailor its services to meet each client's specific needs. Our clients acknowledge both our sound business judgment and our innovative application of specialist skills, where quality of delivery includes not just technical expertise but also personal attention and a pragmatic, cost-effective approach. We will help you to find the right solutions, quickly and effectively.

## Job Description

### Accountant/Chartered accountant

Lecocq Executive Accounting Ltd is currently seeking for an accountant/Chartered accountant.

Programme of Study : BSC ( HONS ) Accounting.

Your duty:

- Reconciling the company's bank statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company's financial reports using income and expenditure data
- Keeping a check on the company's finances based on financial status
- Filing and remitting taxes and other financial obligations
- Initiating and managing financial and accounting software used by the company

Your skills:

- Excellent communication skills
- Experience with accounting software and data entry
- Excellent understanding of accounting rules and procedures including the Generally Accepted Accounting Principles (GAAP)
- Advanced knowledge and experience of spreadsheets

- Ability to work independently
- Team player
- Analytical skills
- Use to French GAAP would be highly appreciate
- Fluent in English and French
- Problem solving
- High sense of confidentiality
- Bachelor's degree or diploma BSc (Hons) Accounting (Minor: Finance)

Salary: negotiable

**Deadline for application : 04<sup>th</sup> September 2023**

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*Contact us now :*

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