

ANALYST - FINANCIAL STATEMENT PREPARATION

SUMMARY OF ROLE

As a Financial Statement Preparation Analyst, you are responsible for accurately compiling and organizing financial data to generate comprehensive statements in accordance with regulatory standards & company policies and processing simple markups.

JOB DESCRIPTION

- Assist in the preparation of financial statements.
- Ensure financial statements are prepared in accordance with relevant international accounting standards (E.g, IFRS, UK GAAP or any other international GAAPs).
- Perform self-reviews to ensure that the quality of the financial statements is up to standard.
- Active adherence to budget and timetable, bringing matters to the attention of the manager.
- Ensure all deadlines are met.
- Identify and understand clients' needs, including sometimes providing initial solutions to client challenges, then communicating these needs and solutions to the Manager.
- Adhere to all Risk & Compliance procedures in line with company and the client's expectations.
- Adhere to GDPR (General Data Protection Regulation) and Data Protection Act.
- Ensure project reports and SLA& KPI (Key Performance Indicators) are updated.
- Escalate issues to reporting line as and when required.
- Carry out ad hoc assignments as may be reasonably required.

JOB REQUIREMENTS

Qualification and Experience

- Minimum requirement HSC (Higher Secondary Certificate) with accounting as main subject or.
- Partly ACCA qualified.
- Experience in the preparation of financial statements/ or use of caseware software will be an advantage.

Skills:

- Strong commitment to professional client service excellence.
- Good organizational and time management skills.
- Good interpersonal skills.
- Excellent analytical and review skills.
- Excellent communication skills, both verbal and written (English).
- Strong working knowledge of MS Office, Excel and Word.
- Demonstrate accountability for results.
- Ability to work in a team.
- Ability to work odd hours.

ANALYST- SERVICE CHARGE

Summary

As a Service Charge Analyst, you will need to ensure that costs are being incurred in the correct expense cost & raise accruals and prepayments to show a true and fair view of the expenditure. You may be called upon to carry out other ad hoc assignments.

Roles and Responsibilities:

- Ensure that all expenses are posted in the correct expense code for the financial year under review and for any missing expenditure, accruals and queries are raised.
- Review all ad hoc invoices to be accounted for in the financial year.
- Run reports to, inter alia, identify potential duplicate payments, review sample invoices by reference to source documents.
- Reconciliation of Purchase Order Report.
- Audit testing as per the client's requests.
- Variance analysis between the budgeted and actual expenditure.
- Handle queries of property managers.
- Make adjustments on the accounting system.
- Sound understanding of company policies, procedures and ethics.
- Deliver project reports and SLA & KPI measurements.

Qualification and Experience:

- Minimum HSC holder (Accounting at A level will be an advantage).
- ACCA/ACA level 1 would be an advantage.
- 0-1 years' working experience would be an advantage.

Skills:

- Good organizational and time management skills.
- Good analytical and problem-solving skills.
- Attention to details and result oriented.
- Basic knowledge of MS office (Excel & Outlook) and Service charge accounting software.
- Good interpersonal skills.
- Good communication skills (both written and verbal).
- Strong commitment to professional client service excellence.
- Team player with the ability to maintain a healthy relationship with both peers and clients.
- Have a proactive mindset.

- Knowledge of GDPR and data protection.
- Knowledge of service charge accounting processes.
- Knowledge of minor audit testing such as material transactions, duplicates and outside date range.

Hours of Work

- 08:30 to 17:00 from Monday to Friday.
- Candidate should be able to work outside office hours, if required.

ANALYST- ACCOUNTING OUTSOURCING

JOB DESCRIPTION

Under the supervision of a Team leader, you will be required to participate in the management of a diversified client portfolio both in terms of their structure and their activity.

Accounts Payable:

- Accounting for supplier invoices taking into account the accounting, tax and analytical requirements of each file
- The matching of supplier accounts and the regular analysis of accounts

Accounts Receivable:

- Accounting for customer invoices
- The follow-up of receipts

General Accounting:

- Management of fixed assets (accounting entry, creation of sheets, removal of fixed assets) and accounting for depreciation
- the accounting of bank entries and the establishment of daily bank reconciliations management of employee expense reports
- preparation of monthly/quarterly VAT and other tax declarations
- monitoring of suspense accounts
- Generating and analyzing trial balances

JOB REQUIREMENTS

- Language: French and English (Written and Spoken)
- Training: BAC+2 or ACCA level1
- Experience: 1 year minimum - Experience in French Accounting would be a definite advantage
- Rigor, accuracy, organization and respect of deadlines.
- Good interpersonal skills and team spirit
- Good knowledge of the Office pack and Information Systems in general
- Good excel skills