



## **INTERN- ACCOUNTING OUTSOURCING**

### **Summary of Role**

As an accounting intern, you will contribute to a data migration project focused on reviewing client data that has been transferred to a new accounting system. Your role will be essential in ensuring a smooth transition from the legacy system for our clients.

### **Roles and Responsibilities**

- Review accounting reports and record events of imbalanced between legacy and new system.
- Provide supporting evidence for discrepancies identified to clients.
- Adhere to General Data Protection Regulation (GDPR) and data protection
- Understand the company policies, procedures and ethics

### **Qualifications and Experience**

- Higher School Certificate (HSC) or equivalent.
- Previous work experience and having practical experience on accounting system would be an advantage.
- Language: French and English (Written and Spoken).

### **Skills**

- Good analytical and problem-solving skills
- Good communication skills (both written and verbal)
- Ability to meet deadlines
- Good knowledge of the Office pack and Information Systems in general.
- Good interpersonal skills and team spirit.
- Good Excel skills.



## **ANALYST - FINANCIAL STATEMENT PREPARATION OUTSOURCING**

### **Summary of Role**

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

### **Roles and Responsibilities**

- 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 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.

### **Qualification and Experience**

- Minimum Higher School Certificate (HSC) with Accounting at A-level or equivalent.
- Professional qualifications (ACCA/ACA) would be an advantage.

- 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 - ACCOUNTING OUTSOURCING**

### **Summary of Role**

As an Accounting Analyst, you will accurately manage sales and purchase invoices, reconcile bank transactions, and maintain records on QuickBooks and other platforms.

You will deliver high-quality management and statutory accounts, ensure timely completion of daily tasks, collaborate with clients to maintain accurate records, manage accounts payable cycles, uphold company policies, and promptly escalate any risk issues to the management team.

### **Responsibilities**

- Post sales and purchase invoices accurately and reconcile bank transactions on QuickBooks and other accounting platforms.
- Deliver high quality management and statutory accounts.
- Ensure all daily matters required are performed in a timely and satisfactory manner.
- Work closely with clients to ensure that accounting records are accurate and transactions and activity within the portfolio are understood and incorporated into the disclosures as appropriate.
- Manage the account payables cycle and extract listings as and when requested by the clients.
- Liaise with clients to ensure efficient delivery of output and meet client service expectations.
- Ensure the policies and procedures of the Company are adhered to.
- Be aware of risk exposure and promptly escalate issues arising to other members of the Management team.

### **Qualification and Experience**

- Higher School Certificate (HSC) with Accounting at main level or equivalent

- Professional qualifications (ACCA/ACA) would be an advantage
- 0-1 year experience in related fields.

## **Skills**

- Ability to learn quickly and good level of adaptability.
- Proven ability of expressing technical and complex issues, both in writing and orally.
- Flexible and able to work across several different time zones to meet client demands.
- Being proactive and able to work under pressure.
- Ability to work in teams and independently.
- Ability to manage within budgetary and time constraints while providing a high-level of client satisfaction.
- Good interpersonal communication skills and stakeholder management.
- Ability to anticipate and address clients' concerns and escalating problems as they arise.
- Detail oriented and good analytical skills.
- Complements formal training with self-learning.
- Fair knowledge of International Accounting Standards and UK GAAP.
- Knowledge of GDPR and Data Protection.



## **ANALYST- AUDIT OUTSOURCING SERVICES**

### **Summary of Role**

As an audit analyst within audit outsourcing, you will be expected to assist the audit team in collecting audit evidence necessary to support audit opinions given. You shall also be responsible for performing audit procedures, conducting basic analysis, communicating with clients to gather necessary information and documenting audit findings.

### **Roles and responsibilities**

- Perform basic audit tests and ensure proper documentation to be reviewed by senior or manager.
- Analyse clients' data from books and records.
- Engage with clients and stakeholders to gather appropriate audit evidence.
- Participate in the planning, execution and conclusion of the audit assignment to support the senior/Manager.
- Carry out ad hoc assignments as may be reasonably required by your reporting line.
- Ensure compliance with internal (audit methodology and risk management) and external (regulatory) requirements.
- Adhere to GDPR and Data Protection Act.
- Adhere to all Risk & Compliance procedures in line with company and the client's expectations.
- Ensure project reports and SLA& KPI reports are updated.
- Analyse budget and timetable, bringing matters to the attention of the senior or manager in case of any discrepancy arising.

### **Qualification & Experience**

- Minimum Higher School Certificate (HSC) with accounting as main subject or equivalent
- Professional qualifications (ACCA/ACA) would be an advantage.
- At least 0 – 2 years of experience Audit and/or Accounting or related field

## **Skills**

- Basic knowledge and understanding of International Financial Reporting Standards (IFRSs), and International Standards of Audit (ISAs).
- Good understanding of accounting principles and financial reports.
- Strong commitment to professional client service excellence.
- Good organizational and time management skills.
- Good communication skills, both verbal and written (English).
- Knowledge of MS Office required; Excel, Word and Outlook.
- Demonstrate accountability for results.
- Ability to work in a team.
- Ability to work overtime/odd hours, if required.



## **PAYROLL ANALYST- PAYROLL OUTSOURCING**

### **Summary of Role**

The payroll analyst will be responsible for coordinating the payroll process with different stakeholders involved in Global Payroll Outsourcing. He/She will act as the main point of contact for communication with stakeholders involved and will work on resolution of issues / concerns that may be raised at any point in the process.

### **Roles and responsibilities**

- Monitor closely project deliverables daily, ensuring all tasks are completed on time.
- Validate input and output source data.
- Ensure timely, clear communication, escalation to required parties to ensure on time delivery.
- Ensure accuracy of data before output delivery.
- Participate in project calls.
- Maintain and update issue logs.
- Adhere to all Risk & Compliance procedures in line with company and the client's expectations.
- Adhere to GDPR and Data Protection Act.
- Ensure project reports and SLA& KPI reports are updated.
- Escalate issues to reporting line as and when required.
- Deliver ad hoc tasks related to the process.

### **Qualification and Work Experience**

- Minimum Higher School Certificate (HSC).
- Work experience in global payroll and/or experience in working with international customers will be a definite advantage.



## **Skills**

- Good communication skills both verbal and written (English).
- Demonstrate accountability for results.
- Good customer service skills.
- Ability to work and interact within a team and with customers.
- Good knowledge of Excel.
- Good Analytical skills.
- Good Problem-Solving Skills.
- Ensure timeliness and completion of assignments.
- Good interpersonal and organizational skills

## **Important**

- Willingness and ability to cover UK hours (12:00 to 20:30 Summer UK season)
- Ability to work overtime when required.



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## **ANALYST- XBRL, CEI & IP OUTSOURCING**

### **Summary of Role**

We are seeking a detail-oriented and analytical professional to join our team as an XBRL Analyst. As an XBRL Analyst, you will be responsible for ensuring compliance with XBRL (Inline eXtensible Business Reporting Language) standards for financial reporting. This role requires a strong understanding of financial concepts, data analysis skills, and familiarity with regulatory requirements.

### **Roles and responsibilities**

- Convert financial statements and reports into the XBRL format using specialized software tools, ensuring accuracy and compliance with regulatory standards.
- Conduct thorough reviews of XBRL-tagged financial documents to ensure accuracy and compliance with regulatory requirements.
- Analyze financial data to identify inconsistencies, errors, or discrepancies in XBRL-tagged documents and propose corrective actions.
- Adhere to all Risk & Compliance procedures in line with company and the client's expectations.
- Ensure project reports and SLA& KPI (Key Performance Indicators) are updated
- Escalate issues to reporting line as and when required
- Deliver on ad hoc tasks related to the process;

### **Qualification and Requirements:**

- Minimum Higher School Certificate
- 0 - 1 Year of working experience in the administrative field would be an advantage.

### **Skills:**

- Knowledge of accounting principles

- Good communication skills in English and French
- Good analytical skills
- Quick Learner
- Time Management
- Ability to work in teams
- Demonstrate accountability for results
- Demonstrate proactiveness
- Familiar with Microsoft Office (Word, Excel)
- Ability to work at odd hours/overtime, if required



## **PROJECT LEADER- AUDIT OUTSOURCING**

### **Summary of role**

As a Project Leader within audit outsourcing, you will be responsible for overseeing audit teams, managing client relationships, and ensuring the efficient and effective execution of audit engagements.

Additionally, you will be called upon to mentor/train junior members of staff in the form of on-the-job and group training. You will also be expected to contribute to continuous improvement initiatives within the audit function.

### **Roles and Responsibilities**

- Ensure quality customer service.
- Ensure daily progress of audit engagements, and report directly to Managers and Partners.
- Manage the performance of the audit teams.
- Effectively manage client relationships.
- Supervise multiple concurrent audit engagements and direct the preparation and completion of reports, accounts, and financial statements.
- Assume responsibility for completion of audit engagements, supervise and review the work of junior and senior team members.
- Adhere to GDPR (General Data Protection Regulation) and Data Protection Act.
- Adhere to all Risk & Compliance procedures in line with company and the client's expectations.
- Ensure project reports and SLA& KPI reports are updated.
- Demonstrate strong critical thinking and problem-solving skills.
- Provide both on the job coaching and training to junior and senior team members.

### **Qualification and Experience**

- Diploma in Accounting.
- Partly ACCA qualified.

- At least 3 years' experience in external audit, leading audit engagements, supervising audit teams and coaching junior team.

## Skills

- Strong knowledge and application of International Financial Reporting Standards (IFRSs), and International Standards of Audit (ISAs).
- Knowledge of other Accounting Standards (US GAAP, CAS amongst others) would be an advantage.
- Strong commitment to professional client service excellence.
- Strong time management and multitasking skills.
- Strong knowledge and understanding of accounting principles and financial reports.
- Good supervisory and leadership skills.
- Team player with strong interpersonal skills.
- Strong analytical and review skills.
- Adapt to changes and display eagerness in self-learning.
- Demonstrate proactiveness and accountability for results.
- Excellent organizational, project management and time management skills.
- Excellent communication skills, both verbal and written (English and French).
- Advanced knowledge of MS Office required; Excel, Word, and Outlook.
- Ability to work overtime/odd hours, when required.



## **TRAINEE SOFTWARE ENGINEER- PRODUCT DEVELOPMENT**

### **Summary of Role**

As a Trainee Software Engineer, you'll enhance your skills through training, mentorship, and hands-on projects, contributing to software development and maintenance under experienced guidance. You'll also participate in testing, collaborate with cross-functional teams, and support various phases of the software development lifecycle to uphold company standards.

### **Roles and Responsibilities**

- Actively engaging in learning opportunities to acquire new programming skills and understanding of software development methodologies.
- Develop flowcharts, layouts and documentation to identify requirements and solutions.
- Produce specifications and determine operational feasibility.
- Assist in the coding and development of software applications. This often involves writing, analyzing, testing, and debugging code under the supervision of senior engineers.
- Participate in the testing process to ensure the software functions as intended, which includes identifying bugs and issues and suggesting improvements in an agile environment.
- Provide ongoing maintenance, support and enhancements in existing systems and platforms.
- Collaborate cross-functionally with process owners, business users, project managers and other stakeholders to achieve elegant solutions.
- Provide recommendations for continuous improvement.
- Work alongside other engineers on the team to elevate technology and consistently apply best practices.
- Adhere to GDPR and Data Protection Act.
- Ensure project reports and SLA& KPI reports are updated.



- Escalate issues to reporting line as and when required.
- Deliver ad hoc tasks related to the process.

#### **Qualification and Requirement:**

- BSc degree in Computer Science, Engineering, or relevant field
- 0 - 1 Years of experience

#### **Skills**

- Knowledge of programming languages such as .Net, Java, C++, Python, JavaScript, or others relevant to the employer's technology stack.
- Familiarity with database technologies and SQL.
- Knowledge of test-driven development.
- Proficiency in software engineering tools.
- Ability to document requirements and specifications.
- Drives continuous improvement and efficiency beyond own scope of responsibility.
- Able to bring new ideas through to implementation.
- Good communication skills both verbal and written (English).
- Demonstrate accountability for results.
- Good customer service skills.
- Ability to work and interact within a team and with customers.
- Good Analytical skills.
- Good Problem-Solving Skills.
- Ensure timeliness and completion of assignments.
- Good interpersonal and organizational skills.