



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.