



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.