

JOB DESCRIPTION

Job Title	Accountant – OECS	Job Reference No.	
Department	Finance	Created / Revised	August, 2022
Reports to	Assistant Manager- Finance	Staff Supervised	Direct 2

Type of position: Full-time Part-time Contractor Intern

ACCOUNTABILITIES

Financial reporting

- Produce monthly Management Accounts which are timely, accurate and comprehensive (due on the 3rd working day, non- quarter 4th working day).
- Prepare month-end financials and TB feed for Head Office.
- Update Shareholder’s Accounts on an annual basis and as required.

Statutory reporting

- Review Annual Statutory Returns for Manager’s sign-off.
- Review and sign off quarterly statutory returns.
- Validate schedules for relevant regulatory quarterly report.
- Review and sign-off monthly calculation of statutory funding requirement.
- Oversee processing of investments.
- Validate Monthly Investment reporting (statutory fund requirements by tenure, territory and institution).

Taxation

- Validate taxable income for quarterly tax payments.
- Review quarterly tax calculations and annual tax returns.

Budgeting

- Variance reporting on actual against plan monthly.
- Assist in the preparation of the Annual Plan/Forecasts

General Accounting/Duties

- Assist in coordinating year end audits.
- Liaising with actuaries for year end and ad-hoc information.
- Ledger/Schedules/ Reconciliation Review and Approval.
- Authorize journal entries and sign-off of audit schedules.

- Management of the Accounting Software, specifically general ledger for OECS region.
- Assist management with special projects.
- Complete staff performance reviews.
- Any other duties as assigned.

SKILLS REQUIREMENTS

- Computer Literacy (e.g., Microsoft Office Suite)
- Sound leadership competence.
- Strong analytical skills.
- Strong problem resolution skills
- Ability to meet tight deadlines.
- Strong spreadsheet application skills.
- Strong Inter-personal and communication skills.
- Corporate maturity.

EXPERIENCE REQUIREMENTS

- Minimum of five (5) years Accounting Experience.
- Two (2) years at Supervisory Level.
- Accounting Software experience.

EDUCATION, KNOWLEDGE AND CERTIFICATION REQUIREMENTS

- Certified Accountant (e.g. ACCA, CPA etc.), Professional Accounting degree or equivalent qualification.