

JOB DESCRIPTION

Job Title	Senior Accounting Assistant - OECS	Job Reference No.	
Department	Finance and Corporate Governance Department	Created / Revised	August, 2024
Reports to	Accountant	Staff Supervised	

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

ACCOUNTABILITIES

Financial Reporting and Analysis:

- Prepare OECS financial reports and calculations for review/approval by the Accountant.
- Prepare monthly and annual financial reporting variance analysis.
- Review budget variance analyses for OECS.
- Prepare assigned monthly and year-end schedules/shareholders and supporting financial notes.

Ledger Management:

- Maintain fixed asset register; ensure all relevant transactions with respect to fixed assets are recorded.
- Maintain investment ledger, including preparation of correspondence for acquisitions, disposals, and assignments.
- Prepare assigned general ledger and sub-ledger account reconciliations.

Journal Entries and Reconciliations:

- Prepare monthly journals.
- Review specified journals.
- Review bank reconciliations.

Regulatory Compliance:

- Prepare and review regulatory filings and statutory fund calculations for assigned OECS territory(s).
- Prepare taxation calculations and schedules.

Cashier and Receipt Processing:

- Validate daily receipt processing.
- Ensure cashier close-off on a rotational basis.

Audit and Planning Support:

- Assist with the year-end audit as required.
- Assist with preparation of the annual plan/budget and analysis of budget variances.

Special Projects and Miscellaneous:

- Participate in special projects as required.
- Perform any other assigned tasks.

SKILLS REQUIREMENTS

- Strong Analytical Skills
- Proficiency in MS Office applications i.e. Word, Excel
- Ability to meet tight deadlines
- Strong Interpersonal and communication skills

EXPERIENCE REQUIREMENTS

- Minimum of 3- 5 years in an Accounting environment

EDUCATION, KNOWLEDGE AND CERTIFICATION REQUIREMENTS

- Level 2 ACCA, or equivalent qualification
- Computer Literacy (e.g. Microsoft Excel, Office etc.)