

JOB DESCRIPTION

Job Title	Junior Accountant	Job Reference No.	
Department	Finance & Corporate Governance	Created / Revised	July, 2023
Reports to	Accountant	Staff Supervised	

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

JOB SUMMARY

The Junior Accountant's responsibilities include assisting the Accountant in reviewing monthly management accounts, preparing shareholders' accounts quarterly reports, creating sales reports, and handling other required reports. They will manage taxation calculations and returns, ensuring timely payments. Additionally, the Junior Accountant will contribute to budgeting and annual plan/forecasts, coordinate year-end audits, authorize journal entries, reconcile accounts, manage IFRS financial statements preparation and general ledger.

ACCOUNTABILITIES

Financial reporting

- Assist the Accountant with the review of monthly Management Accounts to ensure they are timely, accurate and comprehensive (due on the 3rd working day, non- quarter 4th working day).
- Assist with the updating of assigned Shareholder's Accounts on a quarterly basis and as required.
- Prepare assigned Sales and other required reports.

Statutory reporting

- Prepare quarterly and annual Statutory Returns for Accountants review.
- Prepare schedules for relevant regulatory monthly/quarterly/annual reporting.

Taxation

- Prepare of all tax related calculations and tax returns.
- Ensure all tax payments are made by due dates and assessments are settled by tax authorities.
- Keep abreast of relevant industry and tax legislations to assist with the required application.

Budgeting

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

General Accounting/Duties

- Assist in coordinating year end audit.
- Lead audit of specific territories accounts e.g. Curacao or as assigned.
- Liaise with actuaries for year end and ad-hoc information.
- Review and Approve Ledger/Schedules/ Reconciliation when required.
- Authorize journal entries and sign-off of audit schedules.
- Assist with management of the Accounting Software, specifically general ledger.
- Assist in the preparation of IFRS financial statements according to legal, accounting, and financial standards.
- Validate daily receipt processing and cashier close off.
- Prepare/post monthly Journals and General Ledger and sub ledger account reconciliations.
- Any other assigned tasks.

SKILLS REQUIREMENTS

- Sound accounting and financial reporting skills
- Strong analytical skills
- Strong problem-solving skills.
- Strong time management skills.
- Strong Interpersonal and communication skills
- Highly proficient in MS Office applications i.e., Word, Excel

EXPERIENCE REQUIREMENTS

- Minimum of 3 - 5 years in an accounting environment
- Experience leading a team (an asset)

EDUCATION, KNOWLEDGE AND CERTIFICATION REQUIREMENTS

- Completed ACCA Level 1 & 2; currently pursuing Level 3
- Computer Literacy (e.g., Microsoft Excel, Office etc.)