

JOB DESCRIPTION & POSITION PROFILE

Type:	Office Based – Administrative and Accounting Assistant
Title:	Administrative and Accounting Assistant
Location:	2 Maclean Drive, Retrench Village, San Fernando or as required
Job type:	Permanent
Salary:	See description
Roles that best describe this job:	Administrative and Accounting Assistant
Minimum experience required:	3 Years
Qualifications:	CAT or equivalent Accounting Qualification
Contact name:	Finance Director

Overview

The position provides administrative and accounting support according to prescribed policies and procedures of the organization, including all applicable industry and government requirements, under the supervision of the Company Director. The position reports to the Finance Director or his/her delegate.

Administrative and Accounting Responsibilities

- Confidential Executive Assistant to Finance Director
- Posting daily entries into accounting software.
- Process accounts payable ensuring timeliness and accuracy of information
- Prepare accurate Bank Reconciliation, Deposits, Wire Transfers and Journal Entries
- Manage petty cash according to established procedures
- Assist with financial reports as required by Director
- Maintain Fixed Asset Register
- Assist with preparation of Statutory Forms, (NIS, PAYE, VAT, Health Surcharge) and filing at relevant government offices
- Support finance department in preparation for year-end accounting audits
- Draft minutes of meetings for review by the Director
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Provide secretarial and administrative support to management and other staff
- Maintain Human Resource filing system.
- Basic Human Resource functions
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Liaise with Auditors and Bankers
- Preparation of Documents for Management Reports
- Any other duties as may be required

HSE Responsibilities

- Maintain Health and Safety filing system in accordance with certified STOW system.
- Execute the Health and Safety Representative Role and maintenance of the company HSE Management System and Documentation
- Any other duties as may be required

Other Requirements:

- Excellent communication and organization skills
- Practical knowledge of Peachtree/Sage 50 or similar Accounting Package
- Valid driver's permit, own vehicle

Salary: As outlined in the Company's Offer of Employment.

Education: 2 A 'Levels or equivalent and
CAT / ACCA Level 1 or equivalent;
or BSc Accounting/Management or equivalent.

Personal traits: Customer oriented, excellent relational skills with customers and operators, ability to work under stress and pressure. Honest and trustworthy, this Team Member will be an excellent communicator, who manages his time well, maintains a professional appearance and owns their own vehicle. Must possess professional, effective written and verbal communication skills. Strong analytical and problem-solving skills. Strong planning, scheduling, monitoring and organizational skills. Strong interpersonal skills. Confidentiality with a high level of integrity.

Computer Skills: Microsoft Office (Word & Excel) and e-mail at a highly proficient level, along with the ability to maintain a high level of accuracy in preparing and entering information.

The Company reserves the right to make modifications to this profile as it deems necessary and is not bound to the items listed on this document at the date of signing below.

Authorised by:

Date: 30 / 01 / 2019
dd / mm / yy

Managing Director

Cc: File, HR