

ACCOUNTING OFFICER

Are you searching for a career with a dynamic and reputable company?

An established Microfinance company with offices in Kingston, Portmore, Mandeville and Montego Bay is seeking a qualified and professional individual to join our Portmore team.

EDUCATIONAL REQUIREMENTS/ EXPERIENCE

- ACCA Accreditation / bachelor's degree with major in Accounting.
- At least three years working experience in a similar capacity.
- Possess strong Excel skills.
- Conversant with Microsoft Word, and Outlook and software package including QuickBooks and Turbo Pay.

KEY DUTIES & STANDARDS

The successful applicant will be expected to:

- Assist in preparing and monitoring company budgets.
- Assist in preparing financial statements monthly including balance sheet and Profit and Loss Account
- Reconcile the Company's operating bank accounts.
- Prepare and file General Consumption Tax (GCT) returns and annual statutory obligations.
- Prepare cash flow forecasts, including revenue projections and expenditures.
- Maintain the Company's Fixed Assets Schedule.
- Assist with Audit preparations.
- Assist with loan related transactions.

BEHAVIOURAL COMPETENCIES

The incumbent must:

- Be able to think analytically and offer solutions to potential problems.
- Be an organized and effective team player.
- Possess professional discretion and maintain confidentiality.
- Take instructions and work effectively with little or no supervision.

COMPETITIVE COMPENSATION AWAITS THE IDEAL CANDIDATE

Applicants are invited to submit their resumes along with a cover letter

The Human Resource Manager at:
HRManager@365Financeltd.com

We thank all candidates for responding, however, only short-listed applicants will be contacted.