

JOB VACANCY

HDC(161)-HR/IU/2020/153

1st September 2020**Financial Reporting and Compliance Officer
Accounting & Finance****MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 qualification in Accounting & Finance or relevant field or ACCA/CIMA/CPA qualified (**OR**)
2. Diploma or MNQF Level 5 qualification in Accounting & Finance or relevant field or ACCA/CIMA/CPA partially qualified with minimum 2 years' experience in audit firm, financial reporting or relevant field.

OVERALL SCOPE

Responsible for providing support to deliver effective and efficient financial services on a timely manner with regard to company's financial reporting and compliance function.

SCOPE OF WORK

- Prepare the monthly, quarterly and annual reports in compliance with accounting standards and accounting policies.
- Prepare reconciliations, audit requirement reports/schedules.
- Facilitate the documents required for external audits to ensure compliance.
- Prepare Tax Computation and assist with tax audits and tax returns.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Develop and update accounting policies and procedures.

JOB SKILLS AND SPECIFICATIONS

- Familiar with accounting software.
- Knowledge of accounting and accounting standards.
- Familiar with Microsoft office applications.
- Should be an effective communicator verbally as well as through writing skills.
- Ability to act and work independently with minimal supervision.
- Ability to work as a team.
- Should be able to work as an individual and as a flexible team player.
- Able to adapt to frequent changes in workload.
- Should be able to priorities tasks and manage one's own time effectively.
- Should possess pleasant personality and able to deal with different personnel effectively.
- Discretion and need for Confidentiality.

SALARY PACKAGE:

Gross Salary between 12,500.00 to 16,250.00 based on qualification and experience.

Application Process:

Send the Job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/mzbaki>). For any additional queries please contact to 3355305.

Application Deadline:**Date: 8th September 2020 (Tuesday)****Time: 14:00hrs**