



CAPITAL ASSET MANAGEMENT LTD

Post : Accounts Officers

Main duties and responsibilities

- 1) Record transactions on accounting software on a monthly basis.
- 2) Assist in preparation of annual financial statements of the Company and clients with supporting schedules with due regard to IFRS.
- 3) Assist in preparation of quarterly management accounts for Company and its clients and filing of the accounts with regulatory bodies.
- 4) Liaise with external & internal auditors and provide them with all documentations required for their audit.
- 5) Process payments of all invoices for the Company and clients.
- 6) Preparation of all returns to be filed with regulatory bodies for the Company and clients.
- 7) Assist in the calculation of the daily net asset value of funds under management.
- 8) Liaise with regulators, stockbrokers, custodians, fund managers, tax authorities and other service providers.
- 9) Perform bank reconciliations.
- 10) Assist in responding to surveys from regulatory bodies and ensure timely submission of same.
- 11) Assist in administrative matters of the Company.
- 12) Other duties as assigned by management, within scope of the position.

Qualifications and Skills

- A minimum of 3 years' experience in a similar position.
- ACCA Level 1 (Applied Knowledge Level) completed or alternative equivalent qualification.
- Knowledge of an accounting software, such as Sage Pastel, is a plus.
- Excellent computer skills to include Microsoft Office (Word, Excel, Outlook, Power Point).
- Good written and oral communications skills.
- Ability to work under pressure and meet deadlines.

Disclaimer

The Company reserves the right to call only the best candidate to participate in the selection exercise and not to make any appointment following this advertisement.

27 May 2022