



## 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.

15 March 2023