

CLIENT ACCOUNTANT

JOB IDENTIFICATION	
Job Title:	Client Accountant
Reports To:	Manager – Accounting Services
Department:	Accounting Team
Persons to be supervised:	

THE ROLE

Purpose:

The Client Accountant is responsible for assisting the team with quality and timely delivery of all accounting services for a portfolio of clients within agreed budgets and in accordance with policies and procedures.

Principal Duties and Responsibilities

- Prepare management accounts and ensure maintenance of the accounting file of a variety of client structures;
- Apply appropriate procedures for preparation of accounting records, research of transactions and reporting;
- Prepare financial statements timely and accurately in accordance with relevant accounting standards and client requirements; includes prioritizing and maintaining high volume workload and productivity standards for multiple clients;
- Responsible for filing of statutory financial statements and surveys with the Financial Services Commission and Regulatory bodies.
- Computation and filing of quarterly and annual tax return as well as VAT and TDS return;
- Dealing with auditors;

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- Ensure customer satisfaction and delivery;
 - Assisting the team with various analysis and special projects as required;
 - Ensure to have a thorough understanding of each client in the team's portfolio;
 - Assist other team members and review work of junior staff; and
 - Any other duties as required by Management.
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Knowledge, Skills and Experience Required

- Working towards a professional qualification with minimum ACCA Level 2, or equivalent with at least 3 years of relevant experience in an offshore management company;
 - Have a reasonable knowledge of international accounting practices and principles as applied in the offshore industry;
 - Have good knowledge of the general principles of Trust and Company Law and practice;
 - Experience of Viewpoint and Microsoft office preferred but not essential;
 - A basic knowledge of Fund Accounting shall be required;
 - Be committed to continuing professional development;
 - Must be a self-motivated and well-presented team player;
 - Strong organisational skills with proven ability to explore and challenge team structures to improve efficiency and effectiveness with attention to detail
 - Possess strong analytical and problem-solving skills;
 - Excellent time management and strong organisational skills
 - Able to work under pressure and to ensure team meets specific deadlines/project objectives;
 - Possess good oral and written communication skills in English;
 - Has the ability to foster teamwork and encourage enthusiasm for team strategy; and
 - Has the ability to assist in the training and development of staff
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