



JOB OPPORTUNITY

SENIOR ACCOUNTING OFFICER

Barita

ROLE & CORE FUNCTION

Barita Investments Limited invites suitably qualified and experienced individuals to apply for the position of Senior Accounting Officer. The incumbent will perform tasks such as general ledger account analysis and reconciliations, preparation and processing of journal entries, intercompany billings, and monthly financial statements.

FUNCTIONAL RESPONSIBILITIES

- Prepare bank and broker reconciliation on a monthly basis. Analyse the underlying transactions and prepare the relevant journal entries in a timely manner to correct all errors/omissions. Ensure that all relevant transactions are recorded in the General Ledger (GL) and sub-ledger accounts in a timely manner
- Prepare and enter Journals to the GL, including those for staff payroll transactions, prepaid expenses, interest on staff loans, etc. on a monthly basis
- Analyse the underlying transactions of relevant expense accounts, reconcile these accounts to the GL and prepare the relevant schedules and submit for review on a quarterly basis
- Relieve Accounts Payable function as necessary ensuring payments are done in a timely manner
- Prepare GCT, Withholding Taxes and other statutory returns, ensuring accurate and timely filings

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Accounting/ Management Studies or equivalent
- Pursuing a professional accounting qualification will be an asset
- Minimum of two (2) years' work experience in a similar capacity
- Experience in the financial services industry will be an advantage
- In-depth knowledge of financial reporting systems

KNOWLEDGE & COMPETENCIES

- Sound analytical, problem solving and investigative skill
- Sound knowledge of computerised accounting and spreadsheet packages
- Ability to analyse and interpret financial reports
- Ability to communicate effectively in both oral and written format
- Excellent time management skills
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Sound negotiation and persuasion skills
- Ability to work under pressure and handle multiple tasks
- Knowledge and use of office productivity tools (MS Office, etc.)

We invite applications from interested and qualified individuals to be submitted to careers@barita.com by no later than December 12, 2021. Shortlisted applicants will be contacted.