

Job Description

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| Job Title: Financial Accountant | | |
| Team: Audit | Reports to: Manager | Level: Two |
| Purpose: To prepare and/or review financial statements of clients, ensuring completion to a high standard within agreed timetable and budget. | | |
| Responsibilities and Accountabilities: <ul style="list-style-type: none"> • Prepares financial statements preparation workbook • Prepares annual or quarterly financial statements based on the trial balance and/or other schedules provided by the Admin Team. This also includes updating financial statements based on the comments from relevant parties and ensuring that deliverables are provided in a timely and accurate manner. • Reviews annual or quarterly financial statements and fund NAV statements when needed • Coordinates bookkeeping / accounting with the Admin Team or bookkeeping of transaction when required • Liaises with clients, auditors and other intermediaries as required • Completes timesheets in a timely manner and monitors own work in progress • General accounting support for fund activities when required (e.g. drawdown and distribution, investor allocation split calculation, etc.) • Reports issues encountered to the On-site Manager and/or to the Manager/Director | | |
| Skills: <ul style="list-style-type: none"> • Possesses a strong knowledge of current accounting regulations and issues • Is a team player • Is committed to effective client service • Has proven client handling experience • Has excellent communication, interpersonal, planning and organising skills and is able to display initiative and lateral thinking coupled with good problem solving and analytical thinking ability • Highly PC literate with excellent knowledge of Windows software and accounting systems | | |
| Qualifications/Experience: Possesses a relevant accounting professional qualification with at least 3 years' experience as accountant/auditor. | | |