



## JOB PROFILE

**Division:** Finance  
**Job Title:** Assistant Accountant  
**Reports To:** Accountant  
**Direct Reports:** Finance Department

### **Main Purpose Of Position:**

To provide financial, administrative, and clerical support to the Accountant.

### **Principal Responsibilities and Tasks:**

1. Processing payments
2. Maintaining financial records
3. Ensuring that accounts are accurately monitored and recorded
4. Publishing the finance daily and weekly reports
5. Following-up with pending payments and inward remittance with the banks
6. Reconciling and balancing accounts

### **Essential Qualifications and Experience:**

- Degree in Accounting or finance or related areas
- Minimum 3 years Experiences in accounting or finance

### **Desirable Qualifications and Experience:**

- Preferable accounting background

### **Essential Competencies:**

1. The ability to learn quickly and adapt to change
2. An excellent attention to detail
3. The ability to maintain clear and accurate financial records to meet strict deadlines
4. Good administrative, problem solving & analysis skills
5. An honest and discreet attitude when dealing with company accounts
6. The capacity to work independently and as part of a team

### **Desirable Competencies:**

7. Computer literate and the ability to use various specialized applications
8. Good verbal and written communication skills