

ALUBAT T/AS PTH VANUATU

Industry: Glass & Aluminium Manufacturing, Timber & Hardware Hardware

Location: Port Vila, Vanuatu

WE ARE LOOKING FOR THE FOLLOWING POSITION:

1) SENIOR ACCOUNTANT

Senior accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. A successful Senior Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyze financial reports and forecasts. The ideal candidate has also experience collaborating and/or supervising the Accounting team.

Responsibilities

- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Review and recommend modifications to accounting systems and procedures
- Manage accounting assistants and bookkeepers
- Participate in financial standards setting and in forecast process
- Provide input into department's goal setting process
- Prepare financial statements and assists in producing budget according to schedule
- Assist with tax audits and tax returns
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work
- Support month-end and year-end close process
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Ensure compliance with GAAP principles
- Directly reports and liaise with the GFC to improve financial procedures
- Provide training to accounts and admin staff

Requirements

- Proven experience as an accounting supervisor or senior accountant
- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Awareness of business trends
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, like Attache systems
- Advanced MS Excel skills including VLOOKUP and pivot tables
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- BS degree in Accounting, Finance or relevant
- Relevant certifications

Please submit your applications to Human Resources Department:

Email: Daisy.Ngwango@pth.vu or mail to Alubat T/as PTH Vanuatu, PO Box 1166, PORT VILA no later than 23rd April, 2021