



## **Coreas Distribution Limited**

### **Vacancy Posting**

#### **Financial Accountant**

**Job Summary:** The successful candidate will be involved in managing the accounting and financial activities of the organization as well as the supervising of accounting staff.

**Reports To:** **Financial Controller**

#### **MUST BE CAPABLE OF:**

- Preparing bank balances and overdraft summary.
- Reviewing all journal entries prior to posting.
- Reviewing invoice batch list prior to printing of cheque.
- Preparing monthly bank reconciliation for all company accounts.
- Preparing cash shorts and over's report.
- Providing monthly management accounts and financial support to ensure that managers are provided with timely, accurate and relevant information for effective decision-making.
- Monitoring the accounts receivable for the Company and the credit control function.
- Ensuring the Company's financial and management accounting systems are adhered to and agreed credit terms and limits are maintained by customers.
- Assisting in the supervision and co-ordination of the activities of the accounts staff.
- Assisting the Financial Controller in administering the Company's financial and management accounting systems.
- Assisting the Financial Controller in the timely preparation of Monthly and Annual Financial Reports.
- Performing other related tasks assigned by the Financial Controller.

#### **JOB REQUIREMENTS:**

- Fully/part qualified accountant (ACA, ACCA, CPA, CIMA) with a minimum of 3 -5 years' professional experience in a fast paced, dynamic environment.
- Thorough knowledge of basic accounting procedures.
- In-depth understanding of International Financial Reporting Standards (IFRS).

- Must possess strong communication, interpersonal, time management and organization skills.
- Can identify problems, gather and analysis information skillfully, develop solutions and resolves problems in early stages. Must be proficient in Excel.
- Month-end financial reporting and General Ledger Management experiences is essential.
- Excellent numerical and analytical skills with a focus on attention to detail and accuracy.
- Ability to confidently engage with various levels of staff across the company.
- Ability to work independently as well as part of a team.
- Demonstrable leadership skills with an ability to mentor and delegate as needed.
- Self-motivated.
- Demonstrate high levels of integrity and honesty.

**Please email application to: [karen.james@cdplimited.com](mailto:karen.james@cdplimited.com)**

**DEADLINE FOR APPLICATION: July 30<sup>th</sup>, 2021**

**Please note that only shortlisted candidates will be contacted.**