

Job Description

Position: Accountant
Reporting to: Manager/Supervisor

Reporting to the Manager/Supervisor the principal responsibility of the Accountant is to complete various accounting requirements for a portfolio of clients.

Key Tasks

- Responsible for the book-keeping for clients;
- Liaise with clients on any book-keeping issues;
- Prepare extended trial balances for clients, which includes reconciling all balance sheet accounts, posting year end accruals and prepayments;
- Prepare VAT returns for applicable clients;
- Prepare management accounts on a regular basis;
- Prepare draft financial statements for clients for review by the Manager and Partner(s);
- Process amendments to financial statements where necessary;
- Liaise with auditors where applicable;
- Process year end closing on Sage & Xero ready for following accounting period;
- Raise internal client invoices as and when required;
- Input supplier invoices onto Sage & Xero and carry out the monthly creditors' payment run;
- Prepare bank reconciliations;
- Ad hoc accounts tasks as and when required;
- Perform treasury function for certain clients, ensuring all receipts and payments are recorded, making on-line payment for salaries and tax/social insurance;
- Have a good understanding of Gibraltar/UK GAAP and Gibraltar Companies Act;
- Be able to adapt to different accounting software;
- Manage deadlines and client expectations;

Other duties

- Actively market Moore Stephens Limited and identify cross-selling opportunities;
- Be aware of developments within the offshore industry;
- Understand proposed legislation and the impact upon the firm and clients; and
- Understand the firm's policies and procedures and adhere to them in daily working practice;

Key Skills

- Have at least 2 years' experience in a similar role;
- Be working towards and taking exams to become ACCA qualified or similar;
- Good communication skills both written and verbal;
- Good time management skills;
- Good relationship management and interpersonal skills; and
- Excellent IT skills including Word and Excel.

Key Attributes

- Professional and positive approach;
- Strong in building relationships and be able to communicate at all levels;
- Self-motivated; and
- Team player, but also be able to work on own initiative.