



CONVINA

**We are  
hiring!**



**Senior Client Accountant**

Domestic companies



## SENIOR CLIENT ACCOUNTANT DOMESTIC COMPANIES

### Job Purpose:

To be responsible for preparation of financial statements for a portfolio of domestic companies held by HNW clients.

You will be reporting to the Manager – Accounting Services and assist him in the performance of his duties and responsibilities.

### Job Profile & Key Responsibilities:

- Prepare financial statements and tax computations;
- Provide coaching to junior team members;
- Independently prioritize daily tasks and responsibilities of junior staff;
- Payroll processing for a portfolio of clients
- Ensure that all statutory filings (VAT, PAYE, TDS, CSG/NSF, PRGF) are done on a timely basis on MNS;
- Being a key point of contact for other departments on financial and accounting matters.
- Adhere to current accounting/finance laws and regulations and working to company standards.
- Liaise with auditors and MRA.
- Management of day to day client requests.

### Qualification and Experience:

ACCA qualified/partly qualified or a degree in the relevant field and with at least 3 years' experience dealing with Domestic Companies and Sociétés.

Applications for this position must be emailed to [jenny@convinacorporate.com](mailto:jenny@convinacorporate.com)

Curriculum Vitae must be attached