



CONVINA

**We are
hiring!**



Senior Client Accountant

SENIOR CLIENT ACCOUNTANT

Job Purpose:

To manage and carry out all accounting duties for a portfolio of corporate clients and trusts.

This includes preparation of financial statements, ensuring compliance with local regulatory bodies and internal policies and procedures and maintaining proper books of accounts on relevant accounting systems.

Principal duties and responsibilities include:

- Planning of own work and work of allocated team member(s), monitoring and reporting on allocated tasks/work in line with the list below
- Preparation of annual financial statements, management accounts and other ad-hoc financial reporting in accordance with IFRS, ensuring the accuracy and completeness of financial statements
- Independently liaising with the appointed auditors to complete the audit of financial statements
- Monitoring financial transactions of entities, checking and reviewing supporting documentation
- Reviewing accounting files regularly and ensure they are compliant at all the times with the relevant legislation and that client information and records are complete and up to date
- Preparation and submission of all statutory returns as and when they fall due (quarterly computations and filing; Upload returns on MNS and arrange for electronic filing including Quarterly filing of CIS managers/corporate & APS tax filing etc

- Reviewing and filing audited financial statements and financial summaries with FSC, ROC or MRA where applicable; required filings with MRA - PAYE/VAT/NPS/TDS
- Working with the corporate and trust services team to ensure systematic and timely filing of financial statements and tax returns
- Keeping track of client billing and following up on accounts receivable in relation to accounting fees
- Handling client queries independently and professionally, ensuring client satisfaction and timely service delivery

Qualification and Experience:

ACCA qualified/partly qualified or a degree in the relevant field and more than 3 years' experience in the global business sector

Applications for this position must be emailed to hr@convinafiduciary.com

Curriculum Vitae must be attached