


Job Description

Job Title:	Assistant Accountant			
Employer:	SOL St. Lucia Ltd. - Anguilla			
Location:	Corito Bay, The Valley, Anguilla			
Available to:	No	Current Sol staff	Yes	External Applicants
Reports to:	Accountant – BVI & Anguilla			
Subordinates:	None			
Purpose:	<ul style="list-style-type: none"> • Process accounts payables and accounts receivables transactions. • Reconcile balance sheet and vendor accounts. • Prepare bank reconciliations for all bank accounts. 			
Accountabilities:	<ul style="list-style-type: none"> • Review coding of all payables' documents for completeness. • Check on approval on documents (contract agreements, purchase orders, etc.) for compliance with the Manual of Authorities and company policies. • Key all suppliers' invoices and process all payment instruments. • Reconciliation of Vendor Accounts. • Prepare basic accounting reports as required. • Accounts reconciliations as assigned. • Provides accounting assistance to other team members in Accounting Group as required. • Assists in resolving discrepancies and outstanding issues on assigned accounts. • Filing of Accounting and other Financial Documents. • Be responsible and proactive in Health, Safety, Security and Environment (HSSE) issues that affect the staff, the office environment, customers and distributors. • Ensure that HSSE and other company policies are adhered to at customers' sites. <p><u>HSSE:</u></p> <p>General Responsibilities (but not limited to):</p> <ul style="list-style-type: none"> • Assist in compliance reviews, general risk assessments and other safety assessments to support Health, Safety and Environmental management. • Identification of and assist in the compliance of applicable laws and regulations. • Observe HSE regulations, wears all required safety equipment, encourages safe working practices, corrects obvious hazards immediately or reports them to the proper personnel. • Ability to work with employees and achieve cultural change in the face of potential resistance. • Maintain positive and proactive relations with managers and employees, as well as our customers and regulatory agencies. • Comply with all Sol and local regulatory HSE procedures and policies. 			

BOLD Behaviours and Values	<ul style="list-style-type: none"> • Be an ambassador and supporter of our BOLD leadership behavior and values • When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team <div style="text-align: center;">  </div>
Qualification Requirements:	<ul style="list-style-type: none"> • Minimum of 2 CAPE/VWO certificates, one of which should be in Accounting and 3 years' experience or; • Associate Degree in Accounting or; • Foundation level of a recognized Accounting qualification (such as ACCA, CGA, etc.) or Association of Accounting Technicians qualification and 3 years experience or; • University degree in Accounting.
Other Competency Requirements:	<ul style="list-style-type: none"> • Proven work experience as an Assistant Accountant or a similar role in the retail industry • Demonstrated service excellence focus • Demonstrated ability to function in a team (Team Player) • Pleasant disposition, with demonstrated good deportment, well organized, and with excellent verbal and written communication skills • Emphatic demeanor with customer focus. Must be confident when dealing with customers • Candidate must be able to generate, understand and provide basic analysis of Microsoft Excel accounting reports • Competent in Microsoft Office Software, particularly Excel and Word • Demonstrated understanding of the maintenance, use and modification of MS Access databases is a plus. • Knowledge of SOL suite of products • Familiarity with customer service management software • Well organized, with a keen commercial sense applied to decision making • Good communication skills with ability to offer excellent customer service • Strong analytical and problem-solving skills • A practical operator with a proven ability to get things done on time and on budget • Strong ethics with a professional approach to work • Able to self-plan, motivate, and deliver results • Demonstrates enthusiasm and an attitude to work well with others in teams
Other Information:	<p>In addition to basic salary the successful applicant shall receive applicable job grade allowances and be eligible to participate in The Sol Group Pension Scheme and its non-contributory Group Health and Life Insurance Scheme.</p>
Application Procedures:	<p>Applications are to be submitted by completing the Sol Job Application Form available on the Sol website at solpetroleum.com and submitted via e-mail to careers@solpetroleum.com on or by July 10, 2023. Applicants must complete all the requested information to be considered. Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.</p>