



## **JOB ADVERTISEMENT ACCOUNTING OFFICER**

Bourse Securities Limited is the largest independent player in the broker dealer segment of the financial services industry, providing an extensive range of investment/financing products and services to institutional as well as individual clients. These include short term fixed rate investment products; stock and bond brokerage for local and international markets; mutual funds; asset management; selected financing for individuals and corporates.

Our Company operates in a highly regulated industry.

We are seeking to employ a suitably qualified persons for the position of Accounting Officer.

### **JOB SUMMARY**

The Accounting Officer assists with a range of accounting functions within the Accounting Department.

### **KEY RESPONSIBILITIES AND DUTIES**

- Process all Accounting transactions on IPBS and SAGE 50
- Prepare daily bank reconciliations
- Ensure all assigned accounting schedules (accruals, prepayments, dividends, equities etc.) are updated within the established timeframe
- Assist with the preparation of all documentation for client related and company accounts.
- Assist with management of all other intercompany balances
- Assist with the preparation of Bourse Securities Limited/Bourse Brokerage Limited bank deposits
- Computes Sales Commission for the internal and external sales force
- Ensure compliance with all regulatory (internal & external) requirements
- Preparation of Audit confirmation requests from third parties
- Assist with the preparation of payments and receipts
- Assist with the execution of local and international trades
- Perform other related duties, reviews or tasks requested by Management

### **MINIMUM QUALIFICATION AND EXPERIENCE**

- A Bachelor's Degree in Business, Accounting or equivalent field or ACCA Level II from an accredited tertiary institution.
- Two (2) years' experience in Accounting/Finance. Equities and Commission Payment experience will be an asset.
- A suitable combination of qualifications and experience will be considered.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent computer skills (Minimum MS Word and MS Excel)
- Good communication, interpersonal skills.
- Ability to work in teams as well as individually.
- Work well under pressure.
- Be self-motivated and pro-active, take initiative, hard-working and highly responsible.
- Highest ethical and moral standards.

## **ENVIRONMENTAL DEMANDS OF THE POSITION**

- Working for extended periods on mentally challenging work that requires long periods of concentration.
- Working for extended periods on computers/laptops.
- Working with highly confidential information.