



## **JOB ADVERTISEMENT ACCOUNTING ASSISTANT (CONTRACT)**

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.

The Company operates in a highly regulated industry.

We are seeking to employ on contract suitably qualified persons for the position of Accounting Assistant.

### **JOB SUMMARY**

The Accounting Assistant provides support in the execution of the assigned accounting functions within the Accounting and Finance Department.

### **KEY RESPONSIBILITIES AND DUTIES**

- Assist with the preparation and updating of all assigned schedules for the accounting department.
- Assist with the reconciliation of assigned statements.
- Assist with the preparation of relevant journals.
- Complete all accounting entries on IPBS and SAGE 50 within the established timelines.
- Assist with preparation and execution of all assigned intercompany transactions.
- Assist with the preparation of Bourse Securities Limited/Bourse Brokerage Limited bank deposits.
- Ensures compliance with all regulatory (internal and external) requirements.
- Perform other related duties, reviews or tasks assigned by Management.

### **MINIMUM QUALIFICATION AND EXPERIENCE**

- Full A' Level/CAPE Certification particularly in the area of Business, Accounting or equivalent field.
- One (1) year experience in accounting/financial services and exposure in the investments industry 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.

Kindly email resumes to: [hr@boursefinancial.com](mailto:hr@boursefinancial.com)