



JOB DESCRIPTION: FINANCIAL ACCOUNTANT

Job Title	Financial Accountant	Role Type	Management
Department	Finance	Travel Required	N/A
Position Grade	N/A	Position Type	Full Time
Reports to	Chief Financial Officer	Direct Reports	Finance Assistants
Internal Relationships	Relates internally to all employees of The Cable.	External Relationships	Customers of The Cable and Vendors

ROLE DESCRIPTION

Purpose of the Role

The Financial Accountant will play a crucial role in managing the day-to-day finance operations of The Cable. Reporting directly to the CFO, this position requires an experienced, detail-oriented and analytical professional who can ensure accurate financial reporting, compliance with regulatory standards. The successful candidate will work closely with various departments to support the company's financial goals and objectives.

Specific Roles and Responsibilities

1. Financial Reporting:

- Prepare and analyze monthly management accounts, quarterly, and annual financial statements.
- Provide insights into financial performance, trends, and potential areas for improvement.
- Ensure compliance with IFRS and other relevant accounting standards.
- Maintain accurate and up-to-date financial records.
- Monitor and report on budget variances, providing insights and recommendations

2. General Ledger Management:

- Oversee the general ledger, ensuring all transactions are recorded accurately.
- Perform account reconciliations and resolve discrepancies in a timely manner.

3. Accounts Payable, Receivable:

- Manage accounts payable and receivable functions, ensuring timely processing of invoices and payments.
- Monitor aging reports and coordinate with collections to minimize outstanding receivables.

4. Auditing & Tax Compliance:

- Manage external and Internal audits.
- Prepare and file tax returns, ensuring compliance with local regulations.
- Liaise with external auditors and tax advisors as necessary.

5. Internal Controls:

- Develop and maintain internal control procedures to safeguard company assets.
- 6. **Collaboration and Support:**
 - Work closely with other departments to provide financial guidance and support.
 - Assist in special projects and ad-hoc financial analysis as required.
- 7. **Day-to-Day Finance Operations:**
 - Manage daily financial operations, including payroll, and expense tracking.
 - Ensure accurate and timely processing of financial transactions.
- 8. **Reporting to CFO:**
 - Provide regular updates and financial reports to the CFO.
 - Assist the CFO with strategic financial planning and decision-making.

Specific Roles and Responsibilities Continued
Other Functions
<ul style="list-style-type: none"> ● Perform any other duties commensurate with the role as required by the Chief Financial Officer or the Management team of The Cable.

ROLE REQUIREMENTS	
Educational Qualifications	Technical Skills
<ul style="list-style-type: none"> ● A Bachelor’s degree in Accounting, Finance, or a related degree. ● A Professional Accounting qualification such as CPA or ACCA are preferred. 	<ul style="list-style-type: none"> ● Knowledge of International Financial Reporting Standards (IFRS), General Accepted Accounting Principles (GAAP), and other Accounting Standards and Principles. ● Proficiency in Microsoft Office software applications such as Word and Excel and PowerPoint.

- Experience with accounting software such as SAGE.

Experience

- 3-5 years of experience in financial accounting.
- Previous supervisory and management experience would be an asset.

Other Attributes/Behaviors

- Strong analytical and problem-solving skills.
- Strong communication and interpersonal skills.
- Excellent attention to detail and accuracy.
- Ability to work independently with minimal supervision and as part of a team.
- Flexibility (be able to work long hours).
- Attention to detail.
- Ability to work in a fast-paced environment.

Authority

- The Financial Accountant would be responsible for managing the Finance operation’s employees.
- Employee Disciplinary matters - Discipline employees and/or recommend discipline as required in accordance with the Company’s policy.

WORKING CONDITIONS

Physical, Visual, Environmental, and other conditions of this job

- The Job Holder is required to sit for an extended period of time inside an office setting using a computer and related equipment for data entry, financial analysis, and communication.
- The Job Holder may be required to work longer hours during peak financial reporting periods.
- The Job Holder may experience high-pressure situations, especially during financial reporting periods.

- The Job Holder may participate in meetings with colleagues, managers, and other departments to discuss financial matters and strategies.
- The Job Holder will spend a significant portion of their workday looking at computer screens and must have good vision and eye health to read and analyze financial data and reports as well as spot errors or anomalies in financial data.
- The Job Holder will work indoors in a climate-controlled office environment.

Special Requirements

- Present a satisfactory police record prior to commencing employment.
- Present a valid work permit or a CARICOM Single Market and Economy Certificate, if not a resident of St Kitts-Nevis.

Human Resource Manager's Signature:		Date:	
Manager's Signature:		Date:	

The Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee's Signature:		Date:	
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