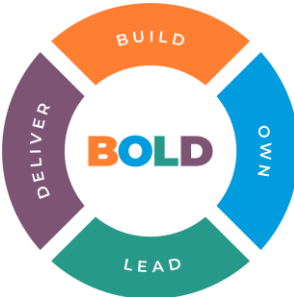





Job Description

Job Title:	Assistant Accountant			
Employer:	SOL CARIBBEAN LTD			
Location:	3 rd Floor ITC Building, Warrens, St. Michael, Barbados			
Available to:	Yes	Current Sol staff	Yes	External Applicants
Reports to:	Accountant			
Subordinates:	None			
Purpose:	<ul style="list-style-type: none"> • General accounting duties for assigned companies • Control over records integrity and accuracy • Ensure compliance with accounting procedures (IFRS), the SOL Group's policies and local legislation. 			
Accountabilities:	<ul style="list-style-type: none"> • Maintain General Ledger and related sub-ledgers • Reconcile monthly assigned balance sheet accounts • Prepare monthly bank reconciliations • Prepare monthly Cash Flow Statements • Ensure all suppliers' invoices including intercompany charges and payment instruments, are processed on a timely basis • Analyze and review accounting codes to record payments and accounting transactions in compliance with accounting principles. Ensure that documents (contract agreements, purchase orders, etc.) are approved in compliance with the Manual of Authorities and company policies • Prepare monthly management accounts and related variance analyses for management in accordance with Group deadlines • Prepare Accounts reconciliations as assigned • Provide accounting assistance to other team members in Accounting, Finance and Other departments, • Assist with internal and external audit requests, and preparation of annual financial statements • Assists in resolving discrepancies and outstanding issues on assigned accounts • Ensure adequate filing of accounting and other Financial Documents • Assist with month-end close and any other tasks as requested • Assist with the annual budget process • Assist with special projects requested by Management 			
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="display: flex; justify-content: center; gap: 20px;">   </div>			
Qualification Requirements:	<ul style="list-style-type: none"> • University degree in Accounting and 3 years' experience (Accounting qualification such as ACCA or CPA an asset). • Sound knowledge of business controls. 			

	<ul style="list-style-type: none"> • Relevant experience with Excel and IT systems (Great Plains or SAP experience an asset).
Competencies Required:	<ul style="list-style-type: none"> • Understanding of IFRS standards • Must be well organized and detail-oriented. • Possess strong analytical, accounting, and procedural skills and a demonstrated ability to get things done on time. • Possess a sense of initiative and ability to excel in a flexible, fast-paced environment. • Ability to work in teams.
Other Competency Requirements:	<ul style="list-style-type: none"> • Excellent organizational, communication skills & interpersonal relationships • Problem solving skills • Demonstrated "Can Do" skill set • Team player • A proven ability to get things done on time and on budget • Able to self-plan, motivate, and deliver results • Demonstrates enthusiasm and an attitude to work well with others in teams
Other Information:	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. Travel will be required.
Application Procedures:	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 31 March, 2024 . 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.