



‘Solving Tomorrow’s Problems Today’

Fraser Fontaine & Kong Limited (Insurance Brokers) invites applications from suitably qualified persons to fill the position of **GENERAL ACCOUNTING OFFICER** as outlined below:

### ***CORE FUNCTIONS***

Preparation of Monthly management accounts, delivery of annual audited financial statements, reconciliations such as bank, loan and related companies, and preparation of key supporting documents/reports.

### ***QUALIFICATION & EXPERIENCE***

- A Bachelor's Degree majoring in Accounts, Business, Finance or near completion of Level 111 ACCA
- At least three (3) years practical accounting experience preferably in a professional accounting firm with experience in drafting financial statements.

### ***REQUIRED COMPETENCIES***

#### **Core**

1. Deliver quality customer service
2. Good oral and written communication skills
3. Good interpersonal skills
4. Attention to detail and accuracy in work
5. Strong ethical skills and a high degree of professionalism
6. Possess a high regard for confidentiality

#### **Technical**

1. Experience preparing accounting/audit schedules
2. Sound competence in bank and other reconciliations
3. Proficient with Microsoft Office software (Excel, Word)
4. Ability to multi-task and meet deadlines
5. Maintain all audit working papers and reports for reference purposes
6. Be familiar with current accounting principles and auditing techniques
7. Solid working knowledge of International Financial Reporting Standards (“IFRS”) and International Standards on Auditing (“ISA”).
8. Prepare adjusting journal entries
9. Compliance with organization and regulatory policies and procedures

Applications should be emailed or sent to:

**The Human Resources Manager  
Fraser Fontaine & Kong Limited  
28 Pawsey Place, Kingston 5  
Email: [hrd@ffkja.com](mailto:hrd@ffkja.com)**

Please note that only short-listed candidates will be contacted.