



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

DEPARTMENT:	Finance
JOB TITLE:	Accounts Clerk (Costing/Creditors)
RESPONSIBLE TO:	Senior Accounts Clerk (Costing)
JOB PURPOSE:	To ensure a reliable and efficient service is provided for the costing of all goods imported for the company, and processing of data into the Company's Finance data file.

JOB OUTLINE:

- To prepare costing sheets for all overseas suppliers in accordance with costing procedures.
- To print and check supplier invoices to purchase orders.
- To provide mock costing as and when required.
- To assist with the compilation of customs data for upload into Asycuda.
- To assist with the reconciliation of Asycuda data to customs duty calculated on costing sheets ensuring that the input of data is accurate and ready for submission to management for authorisation.
- Following advisement from Stock Control upon processing of Good Received Notes compile claims for refund of customs duty for which goods have not been received to that invoiced.
- To provide Accountant (Treasury) with provisional/actual values to be paid to customs in respect of duty.
- To assist with ensuring that Supplier invoices are reconciled to Purchase Orders that has been raised for overseas supplier purchases.
- To calculate all freight charges and liaise with the Chief Financial Officer and General Manager (Mercantile) on the charges to be used within the costing.
- To check all Shipping Manifests against goods expected on the relevant shipment.
- To provide Management with notification as to the arrival of the goods/assets ordered for their departments.
- To assist with the compilation and posting of the voyage purchase journal.

- To assist with the reconciliation of creditors accounts which includes the nominal Agency creditors accounts also.
- Any other related duties as required by Management

SPECIAL CONDITIONS:

- Out of hours work if and when required