



SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

JOB TITLE: Senior Accounts Clerk (General)

RESPONSIBLE TO: Accountant (General)

KEY PURPOSE: Daily processing of Accounts data in the Finance Department.

DUTIES:

- Assist with the preparation of accounting documentation received from Company Departments on a daily basis.
- To record on a weekly basis vehicle mileage and charge appropriately.
- Liaise with Accounts Clerk (Nominal) to ensure all Jobs transactions are completed before communicating with the Services Administrator.
- To check calculations of stationery and IT issues on a monthly basis and book to appropriate departments.
- To perform checks on Daily sales sheets to departmental documentation and verify that cash sales have been posted correctly.
- To assist Senior Wages Clerk with processing and issuing of payroll as and when required.
- To complete checks of weekly timesheets and report any discrepancies accordingly.
- To process payments on behalf of Business Operating Units (BOU's) through the Cash Office or the Company's Bankers.
- Complete monthly summary of local supplier payments.
- Reconciliation of the Company's monthly telephone bill and charge appropriately. Prepare bill for payment and produce the telephone variance report for Managements perusal.
- Provide assistance in processing Nominal Ledger documentation as and when required.
- To complete allocation of contra transactions for intercompany issues from Bakery and Fuel Stations.
- Prepare and reconcile listing of daily receipts received in Special Orders.
- To provide inter departmental assistance/backup as required.
- Any other related duties as required by Management.

PERSON SPECIFICATIONS/COMPETENCIES:

- The ability to multitask, organise workload and meet tight deadlines in a fast-paced environment
- Have excellent communication skills and ability to liaise effectively with staff on all levels.
- Be analytical, with a high degree of accuracy and attention to detail
- The ability to work independently and use own initiative