

ASSISTANT ACCOUNTANT FINANCE DEPARTMENT- POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities, and individual customers. As a company committed to excellence, we take pride in providing top-quality stationery, office products, survey equipment, computers, and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are looking for candidates with a strong functional background in accounting, who are detail-oriented and have a proven track record of managing financial records with the utmost accuracy. If you are ready to take on the challenge and contribute to our finance team's success, we invite you to apply for the Assistant Accountant position at Theodist.

JOB OVERVIEW:

Reporting directly to the Finance Manager, we are seeking a detail-oriented and proactive Assistant Accountant to join our finance team. The role will support the Senior Accountant and Finance Manager in managing day-to-day accounting tasks. The Assistant Accountant will play a key role in maintaining accurate financial records, preparing financial reports, and ensuring compliance with company policies and accounting standards.

KEY RESPONSIBILITIES:

- Maintain accurate and up-to-date financial records, including general ledger entries, accounts payable, and accounts receivable.
- Perform regular bank and account reconciliations to ensure the accuracy of financial data.
- Assist in the preparation of monthly, quarterly, and annual financial statements and reports.
- Monitor and manage company expenses, ensuring proper documentation and adherence to budget.
- Assist in the preparation and filing of tax returns, ensuring compliance with relevant tax regulations.
- Provide support during internal and external audits, including gathering and organizing necessary documentation.
- Support the payroll process by preparing and processing salary deductions, and taxes.

QUALIFICATIONS, SKILLS, AND EXPERIENCES:

- Bachelor's degree in Finance, Accounting, or a related field.
- Minimum of 1-2 years of relevant accounting experience in a similar role.
- Strong analytical skills and attention to detail to ensure accuracy in financial records.
- Proficiency in accounting software and MS Office Suite.
- Professional certification (e.g., CPA, ACCA) or working towards certification.
- Familiarity with financial regulations and compliance standards.

Why Join Theodist??

- Gain specialized expertise through comprehensive training and mentorship
- Thrive in our collaborative, results-driven culture, surrounded by like-minded peers.



How to Apply

If you're a passionate individual who shares our values and wants to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is August 02nd, 2024.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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