

## **ACCOUNTING ASSISTANT**

We are seeking to appoint an Accounting Assistant to carry out the day to day accounting operations of the law practice and related entities and provide support to the Financial Controller. Duties will include, but are not limited to:

- Inputting and approval of bank wire/transfer transactions
- Posting of time sheets as needed
- Cheque preparation and posting
- Preparation of accounts payable – processing monthly bills and payments and balancing vendor's monthly statements
- Monitoring bank account transactions and posting receipts as appropriate
- Bank reconciliations
- Preparation of bills
- Preparation of reminder notices
- Answering billing enquiries from clients
- Maintaining petty cash float
- Filing

It is essential that the Accounting Assistant is able to:

- Perform in a multi-faceted role requiring a high caliber of numeracy and responsiveness
- Exercise impeccable professional decorum with clients and co-workers either in person or by telephone
- Prepare reports accurately
- Meet strict deadlines

Required qualifications, skills and experience:

- An associate's degree from an accredited institution is required, with a bookkeeping qualification and foundation courses in accounting
- A sound working knowledge of PCLaw preferred or other law firm specific software application
- A good understanding of international banking practices and systems
- Good organisation and time management skills
- A pro-active approach, ability to use own initiative and a problem solver
- Must be highly motivated, with a flexible attitude towards adopting additional responsibilities

Applications with detailed resume should be sent to:

**Wakefield Quin Limited**, Victoria Place, 31 Victoria Street,  
Hamilton HM 10 ref: CR or by email to: [hr@wq.bm](mailto:hr@wq.bm)  
Closing Date: 30<sup>th</sup> June 2022