

Job Description

Job Title	Regional Accounting Assistant
Location	Trinidad
Responsible to	Regional Finance Manager
Core Purpose	Provide high-quality support to the finance and sales teams by assisting with a range of administrative and financial tasks to ensure the smooth running of our operations.
Health and Safety Responsibilities	Health and safety of all staff under direct control or supervision. Ensure all activities are carried out in a safe manner in line with current risk assessments and good working practices. Ensure accident/incidents are reported in a timely manner. Comply with OEG Group Health and Safety Policy.
Quality Responsibilities	To have a general understanding of the areas of our ISO 9001 management system that are relevant to the role, comply with our OEG Group Quality Policy and have an understanding of OEG’s targets and objectives.
Environmental Responsibilities	<ul style="list-style-type: none"> • Comply with our recycling standards using the correct disposal of items as per signs and bins provided. • Reduce energy consumption by turning electrical equipment off when not in use. • Report any spills immediately to the Group QHSE Team/Line Manager to allow spill response team to clean up using correct equipment. • Comply with COSHH assessments in place, if applicable, and use correct PPE as contained therein.

<p>Key responsibilities and accountabilities:</p>	<p>GENERAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:</p> <ul style="list-style-type: none"> • Updating of Logs, e.g., Purchase Order Log, Invoice Log, Credit Note log, Movement Reports, etc. • Correlation of Purchase Orders to Pro Forma Invoices • Process all invoices from preparation to delivery to client. • Co-ordinate the timely dispatch of invoices to client with the Hire Control Co-Ordinator. • Ensure packages of supporting documents for the invoices are complete before the close out of the month. This will also entail liaising with the Hire Control Co-Ordinator and external clients to ensure that all continuation/supplemental POs have been requested/received. • Follow up with clients on invoicing matters to ensure invoices have been successfully logged into the system and are in the payment process. • Customer utilizations • Run Invoices / Date Changes / Credit and Rebill Invoices • Email customer invoices and upload to portal • Resolve minor invoicing issues and liaise with the Finance Manager when necessary. • Ensure Accuracy of information entered on financial reports, Utilization reports, Customer Reconciliations. • Perform accurate reconciliations of Financial Reports • Updating the Supplier Invoice Register and Entering Invoices on Accounting Software • Processing of Creditor Payments and entering on Accounting Software • Preparation of Creditors Report for Cash Flow • Processing of Cash and Credit Card Expenses • Following up on Invoices • Processing of all Supplier Remittances • Updating Respective Registers relating to AP • Ensuring accuracy of information entered in Financial Reports, Utilization Reports, Customer Reconciliations, etc. • Performing accurate and timely reconciliations of Financial Reports • Filing, Recording and Data Entry as necessary. • Generally, be a key assistant to the finance team. • Convey a professional image of the company, at all times. • Develop self in accordance with changing responsibilities of the role. • Other reasonable duties/ tasks assigned by line manager or duly appointed personnel. • Meeting KPIs as set by Line Manager
<p>Skills and Experience:</p>	<p>Minimum 1 year experience in Accounting/ Finance preferred, good communication skills, able to recognize and deal with potential issues before problems arise. Able to be punctual, maintain excellent attendance record, take instructions and carry out instructions as closely as possible as initially instructed. Possesses keen attention to detail. Must be computer literate and fluent in the use of Microsoft Office Suite.</p>
<p>Qualifications:</p>	<p>ACCA Level 1 or commensurate Motivated to study and gain accounting qualifications.</p>