

## POSITION DESCRIPTION

### 1.1 OVERVIEW OF ROLE

**POSITION TITLE:** Accounting Assistant

**LOCATION:** Philippines

**BUSINESS UNIT:** Group

**REPORTS TO:** Chief Financial Officer

**DIRECT REPORTS:** Not applicable

#### POSITION SUMMARY:

The Accounting Assistant will assist with accounting and administration support activities for our growing Philippines Company. The Accounting Assistant will work closely with the Companies Senior Accountant in the Philippines to ensure that all accounting and tax related filings and requirements are completed on time and to the expected levels of quality of the Company.

The Accounting Assistant to be successful in the role, will need to have an exemplary work ethic and drive, be process driven, be willing to listen, have a high attention to detail and be someone who thrives working in a team environment.

### 1.2 KEY RESPONSIBILITIES

KEY RESPONSIBILITIES	TASKS
Accounting and Tax Support	<ul style="list-style-type: none"> <li>• Provide general accounting support handling billing inquiries, and processing payments;</li> <li>• Assist with BIR lodgments by gathering and organizing the required information to enable the lodgment of the EWT and VAT returns;</li> <li>• Responsible for recording entries in the Companies BIR book of accounts;</li> <li>• Recording and reconciling credit card transactions for the wider JCurve Solutions Group at month end;</li> <li>• Monitoring bank transactions on a daily basis.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Responsible for picking up cheques from customers and depositing in the Companies Bank Account;</li> <li>• Assist the finance team with answering incoming calls, screening and directing those calls to the appropriate team members or departments;</li> <li>• Responsible for managing incoming and outgoing correspondence, including emails, letters, and other documents;</li> </ul>

	<ul style="list-style-type: none"> <li>Responsible for assisting our Philippines team with travel arrangements, including booking flights, arranging transportation, and making hotel reservations;</li> <li>Responsible for providing general office support, including ordering supplies and/or handling other administrative tasks as needed;</li> <li>Assisting with the purchase reward vouchers.</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>Any other duties as required by the Chief Financial Officer/Senior Accountant.</li> </ul>

### 1.3 SKILLS AND ATTRIBUTES REQUIRED TO PERFORM THIS ROLE

ITEM	DETAILS
Experience	<ul style="list-style-type: none"> <li>Basic experience in a previous accounting or administrative role which covers several of the key responsibilities outlined above is advantageous however not essential. Most important is the willing to learn new concepts and processes</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>Tertiary qualifications (desirable but not essential)</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>Proficient speaking English</li> <li>High attention to detail</li> <li>Process oriented</li> <li>Strong communication and interpersonal skills</li> <li>Knowledge of NetSuite is advantageous but not essential</li> <li>Excellent listening skills and ability to deliver outstanding customer experience</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Team player</li> <li>Sense of urgency</li> <li>Exemplary work ethic and drive</li> <li>'Can-do' attitude</li> <li>Willingness to learn and develop</li> <li>Self-motivated and directed</li> <li>Analytical, evaluative and a problem solver</li> <li>Collaborative</li> <li>Customer focused</li> </ul>

## 1.4 KEY RELATIONSHIPS

<b>WHO</b>	<b>NATURE OF INTERACTION</b>
Chief Financial Officer	Executive Reporting Manager
Senior Accountant - Philippines	Work closely with the Senior Accountant - Philippines to ensure that all accounting and tax responsibilities are performed on time and to expected levels of quality.
Finance Team	Work with the Finance team to ensure all finance team functions and processes are operating efficiently and effectively.
Country Manager – Philippines	Work closely with the Country Manager – Philippines to assist with administrative enquiries and the general running of the Philippines operations.