

Job Title: Accounts Clerk
Company: LIAT (2020) Limited
Location: Antigua & Barbuda

About LIAT20: LIAT (2020) Limited is an ambitious start-up airline that aims to revolutionize the aviation industry by offering innovative and affordable air travel solutions. As we embark on our journey to reshape the future of travel, we are seeking an Accounts Clerk to join our finance team. This role offers an exciting opportunity to be part of a dynamic start-up in the aviation sector and contribute to its financial success.

Our Company Culture:

Recognising that our employees have choices, we place a strong emphasis on creating and maintaining a positive working culture. Our company thrives on a friendly and informal work environment where everyone, regardless of their position, is treated with respect and consideration. As an Accounts Clerk, you will play a crucial role in supporting this positive work environment.

Position Overview: LIAT (2020) Limited is looking for an Accounts Clerk to support the day-to-day accounting and finance operations. The Accounts Clerk will play a vital role in maintaining accurate financial records, assisting with financial transactions, and ensuring compliance with accounting procedures.

Key Responsibilities:

1. **Data Entry and Record Keeping:**

- Accurately enter financial data into accounting software and maintain organized and up-to-date records.
- Assist in managing accounts payable and accounts receivable.

2. **Invoice Processing:**

- Prepare invoices for goods and services provided by the company.
- Verify invoice accuracy and resolve discrepancies as needed.

3. **Expense Reconciliation:**

- Reconcile company credit card statements and expense reports.
- Ensure proper documentation and compliance with expense policies.

4. **Bank and Cash Handling:**

- Assist in bank transactions, including deposits, withdrawals, and reconciliations.
- Monitor cash levels and report any discrepancies or issues.

5. **Support for Financial Reporting:**

- Assist in the preparation of financial reports, including income statements, balance sheets, and cash flow statements.
- Provide support during audits and financial reviews.

6. Filing and Documentation:

- Maintain organized and efficient filing systems for financial documents and records.
- Ensure that all financial documents are properly stored and easily accessible.

7. Ad Hoc Tasks:

- Provide general support to the finance team for various accounting and administrative tasks as needed.

Required Qualifications and Experience:

- Diploma/bachelor's degree in finance, accounting, or a related field
- Prior experience in accounting or finance is a plus but not required.
- Basic knowledge of accounting principles and procedures.
- Proficiency in Microsoft Excel and accounting software.
- Attention to detail and accuracy in data entry and record-keeping.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team and adapt to a fast-paced environment.

Benefits:

- Competitive remuneration package.
- Opportunity to shape the strategic future of a revamped regional start-up airline.
- Exciting, collaborative, and innovative work environment.

Note:

This is a description of the job as it is presently constituted. In order to support the company's efforts to attract and retain the ideal incumbent to perform the duties, it is normal practice to periodically review job descriptions for current and accurate relevancy, as jobs change over time and job descriptions need to be reflective of these changes. The review process is a collaborative effort involving the position supervisor and the employee performing the job. You are therefore expected to participate fully in such discussions. In all cases, it is LIAT20's aim to reach agreement on reasonable changes, but where it is not possible to reach agreement LIAT20 reserves the right to make reasonable changes to your job descriptions which are commensurate with the company's objectives and your grade after consultation with you.