

St. Kitts Electricity Company Limited

The St. Kitts Electricity Company (SKELEC) invites suitably qualified candidates to apply to fill the post of **Accountant**.

Applicant's Minimum Requirement:

- A first degree in Accounting or professional accounting qualification
- At least three years accounting experience
- Experience supervising staff is an asset
- Must be proficient in Microsoft Office, in particular Excel
- Must be well organized, detail oriented and reliable
- Must possess a high level of integrity and confidentiality
- Must be pleasant and professional with good interpersonal skills
- Must be able to work well as part of a team and also independently in different environments.
- Must be able to adapt to change and possess great problem-solving skills.

Responsibilities:

The successful candidate will work closely with other senior members of the finance department to ensure the timely production of monthly accountants as well as oversee the day to day operations of the accounting department. Other responsibilities will include but not limited to the following:

- Supervise the accounting team to perform daily accounting tasks and manage month-end activities.
- Assist in developing and maintaining policies and procedures to govern the operations of the Accounts Department.
- Ensure the timely and accurate preparation of the monthly management accounts.
- Monitor actual expenditure against budget each month and produce variance analysis report.
- Assist in assessing and developing the personnel of the department.
- Assist in the preparation of the annual budget.
- Work with other department heads on Company activities and projects.

Salary: Commensurate with experience and qualifications.

Interested persons should submit their application in writing to the Board Secretary by

Email : info@skelec.kn

Or by mail

St. Kitts Electricity Company Limited, P O Box 245, Central Street, Basseterre, St. Kitts no later than 19th October 2018.

We thank all applicants for their interest, however, only shortlisted candidates will be contacted.