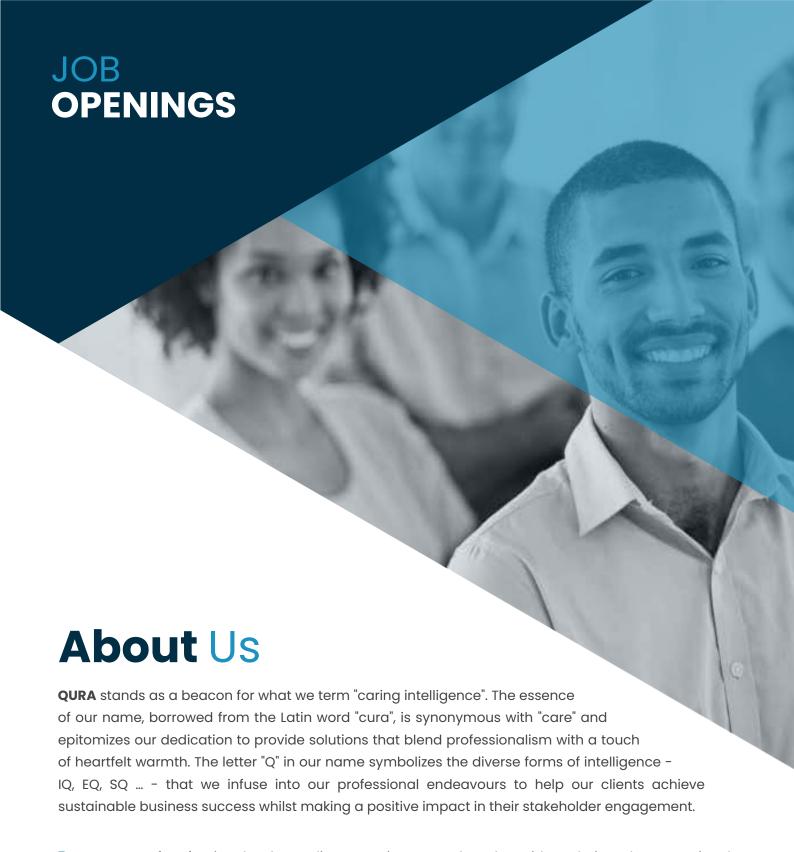


### **OUR OFFICE:**

Ground Floor, The Country Side, Vivea Business Park, Moka

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E: recruitment@quraservices.com



Our team of professionals takes a client-centric approach and provides solutions that are uniquely crafted to suit your requirements. We offer a wide spectrum of services in **Business Strategy**, **Financial Analysis & Reporting**, **Human Capital Development**, **Governance**, **Risk & Compliance and Sustainability**. Our objective is to partner with you by allowing you to focus on your core business and outsource other services to us.

**QURA** will assist you in becoming more efficient and effective, optimizing client satisfaction and engagement among stakeholders and employees, thereby enhancing your enterprise value and shareholder returns.

# **CLIENT SERVICES - ACCOUNTING**



#### **Position Overview**

Execute company administration, compliance, and accounting tasks, but not limited to preparing financial statements and reporting on financial position whilst adhering to all regulatory guidelines and procedures.

# Requirements

Degree Holder in Accounting, Finance and International Business Finance.

## **Key Responsibilities**

- Prepare and review monthly/quarterly management accounts for a portfolio of clients.
- Prepare and review year-end financial statements in accordance with Accounting standards for a portfolio of clients.
- Assist in preparing payroll, audit schedules, reports, tax returns, financial statements and other reports.
- Prepare and present financial reports at board meetings/monthly management meetings as required.
- Liaise with auditors, clear audit queries and assist in the finalisation of financial statements.
- Compute and review the statutory returns in the field of accounting.
- Ensure compliance of clients with the regulatory environment.
- Maintenance of accounting records for a portfolio of clients, as well as protecting sensitive and confidential data.

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