

O'Neal Webster is seeking an **Accounts Assistant**

The successful candidate must be able to operate as part of an accounting team responsible for maintaining and producing accurate accounting and financial statements in a highly efficient manner. Duties include providing assistance with the following:

- Processing of client receipts
- Processing of cheque payments requests
- Monthly reconciliation of VIRRGIN and High Court Registry accounts
- Monthly processing of prepayment journals and reconciliation
- Attending to conflict check screening
- Attending to world check screening for potential clients
- Processing requests for client invoices
- E-filing of invoices and cheques
- Various data entries
- Any other duties assigned

Minimum Qualifications

An Associates Degree in Business or Accounting or ACCA Foundation in Accountancy is preferred. However, candidates with CSEC/CXC passes in English, Mathematics, Accounting/Bookkeeping and at least two years experience in a corporate environment or who has accounting work experience may be considered.

The ideal candidate must have excellent analytical, communication, organizational, administrative skills. In addition, a working knowledge of Microsoft Excel and Word are essential.

British Virgin Islanders or Belongers preferred.

Qualified candidates should send a cover letter and résumé in confidence to the Chief Operating Officer via e-mail to [nhenry-callwood@onealwebster.com](mailto:nhenry-callwood@onealwebster.com).

Deadline for submission of application is July 27, 2022.