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Junior Accounts Executive Job Description

ARQ Group, a joint venture between 'Capstone Group', a mid-tier audit and accounting firm and the law firm 'FFF Legal', is a multi-disciplinary professional services organisation. ARQ provides its local and international clients with bespoke solutions within the corporate, taxation, remote gaming & financial services advisory, risk & AML compliance, trust & fiduciary, shipping & aviation, accounting and economic & business intelligence sectors. Services are provided via centres of expertise that the group has developed over a number of years bringing together accountants, lawyers and other professionals within a seamlessly integrated system to deliver focused results.

One of the subsidiaries within the group, ARQ Accounting Limited, provides a range of clients with book-keeping and VAT compliance services. Clients operate within various industry sectors and ARQ Accounting has developed specialised teams which focus and have expertise on specific segments. One such segment is the Gaming Industry where ARQ has developed a bespoke Gaming Team who manage a portfolio of licensed operators in this field.

The role of Junior Accounts Executive is comprised but not limited to the following duties:

- Responsible for a portfolio of accounting and payroll clients
- General Accounting functions including maintaining accounting records (posting of day to day invoices, payslips, bank statements)
- Reconciling bank accounts, salaries, debtors and creditors' balances,
- Preparation of end of year routines for audit purposes
- Dealing with audit queries and relating matters
- Assisting seniors handling non-gaming clients in reporting requirements
- Filing and records retention
- Maintaining a variety of financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines
- Preparation of VAT Returns and VAT Recapitulative Statements
- Ensuring client and statutory deadlines are met
- Preparation of the billing instructions of clients forming part of the portfolio
- Meeting with clients forming part of the portfolio
- Attending to internal team meetings

- Correspondence with clients and attending to their requests and/or queries
- Update the Client Relationship Partners (CRPs) on status of clients
- Liaising with the other departments forming part of the group
- Corresponding with local departments – VAT Department, IRD, Registry of Companies
- Delegating work to interns and reviewing the work delegated
- Updating Corisia with deadlines and status
- Other ad hoc requests by the management team and directors
- the preparation of monthly payroll including workings, preparation and submission of FS5, end of year routine