



<b>Job Ref No:</b>	GRAND CAYMAN (GC) ACCOUNTING ASSISTANT, MAY 2019
<b>Job Title:</b>	Accounting Assistant
<b>Employer:</b>	SOL Petroleum Cayman Limited
<b>Location:</b>	Jackson Point Terminal
<b>Reports to:</b>	Finance Manager, Western Caribbean
<b>Subordinates:</b>	None
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Prepares, reviews and processes all payment vouchers; scans the approved supporting documents to Kingsbridge Business Services Centre (KBSC) on a timely basis.</li> <li>• Prepares lodgments daily and ensures that the funds are deposited to the Company's bank account.</li> <li>• Enters and posts cash receipts daily.</li> <li>• Maintains file of processed cheques returned by the bank.</li> <li>• Performs the role of Custodian of the Cheque Log Book.</li> <li>• Sorts printed cheques released from KBSC electronically to the printer in Cayman; ensures that all relevant documentations are attached and the cheques duly signed by the authorized persons.</li> <li>• Assists with Accounts reconciliation that will be assigned from KBSC.</li> <li>• Analyses vendor discrepancies and unpaid invoices.</li> <li>• Prepares all new vendor application forms; obtains the necessary approval</li> <li>• Compiles report for Customs and Statistics Department.</li> <li>• Performs administrative duties, as assigned by the General Manager.</li> <li>• Any other duties, compatible with the level of position, that may be assigned from time to time.</li> </ul>
<b>Qualification Requirements</b>	<ul style="list-style-type: none"> <li>• Associate Degree in Accounting would be an asset.</li> <li>• Basic book-keeping knowledge and experience.</li> <li>• Demonstrated ability to function in a team (Team Player).</li> <li>• Well organized, with excellent verbal and written communication skills</li> <li>• Customer focused.</li> <li>• Competent in Microsoft Office Software, particularly Excel and Word.</li> </ul>
<b>Other Competency Requirements:</b>	<ul style="list-style-type: none"> <li>• Good oral and written communication skills.</li> <li>• Good level of organization and administrative skills.</li> </ul>
<b>Other Information:</b>	<ul style="list-style-type: none"> <li>• The Sol Group is the leading supplier of petroleum products and energy services across 23 territories in the Caribbean, as well as Central and South America. Sol is an equal opportunity employer and aims to create a world-class operation through the development and retention of talented professionals. With a results-oriented focus and a "pay for performance" compensation and reward philosophy, Sol will provide challenging and meaningful careers to the right people.</li> </ul>

	<ul style="list-style-type: none"><li>• SOL promotes a drug and alcohol-free environment and all employees are subject to initial and random screenings. In addition to basic salary, the successful applicant shall be eligible to participate in the Sol Group Pension Scheme and its Group Health and Life Insurance Scheme.</li></ul>
<b>Application Procedures:</b>	<ul style="list-style-type: none"><li>• Applications are to be submitted by completing the SOL Job Application Form available on the SOL website at solpetroleum.com and submitted via e-mail to careers@ solpetroleum.com.</li><li>• Applicants must complete all of the requested information to be considered. <b>Deadline for applications is Thursday, May 30, 2019.</b> Certified copies of relevant certificates will be requested for those applications under consideration.</li><li>• Only suitable applications will be acknowledged.</li></ul>