

TINA RIVER HYDROPOWER DEVELOPMENT PROJECT, Grass Hill Area, Guadalcanal Province, Solomon Islands,  
TEL: 677-747-3122

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### Assistant Accountant (2 Persons):

We, Hyundai Engineering Company, the Engineering Procurement and Construction Contractor for Tina River Hydropower Development Project are looking for Assistant Accountant (2 Persons) for our project.

The primary purpose of this role is to work as part of the Finance team to provide a high quality accounting services that support the delivery of accurate, timely and reliable financial information. Ensuring financial systems and processes operate at full effectiveness so that managers have access to accurate and timely information.

### Qualifications:

- Diploma or Bachelor's Degree in Accounting, Business Administration.
- Minimum 2 years of relevant professional experience in the accounting, finance and Administration.
- A knowledge of PAYE Tax, NPF and HCC Information.
- Strong Proficiency in MS Office and Outlook, with exceptional knowledge of Excel/Word and PowerPoint.
- Must have experience in reviewing and preparing Financial status documents.
- Ability to manage a team, build professional skills, set and monitor tasks for sub-projects.
- Strong interpersonal and communication skills including in a culturally diverse or multi-disciplinary environment.
- Ability to manage a complex project, work to meet deadlines and establish procedures for monitoring and reporting.
- Light vehicle Driving License

### Responsibilities:

- Maintain Book Keeping and Accountancy.
- Preparing daily petty cash & Perform monthly bank reconciliation.
- Assist in Paying employees by verifying expense report and preparing pay cheques.
- Submit and reconcile expense reports.
- Assist in paying creditors by scheduling pay cheques and ensuring payment is received for outstanding credit.
- Keeping track of all payments and expenditures, including payroll, purchasing orders, invoices, statement etc.
- Preparing financial documents such as invoices, and tax filings

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- Maintaining files on account receivables and updating records as required.
- Managing the flow of petty cash by recording all monetary transactions.
- Book Expat travel arrangements.
- Assist in Local and Foreign Salary.
- Liaise with executive, manager and senior administrative assistants to handle company employee's requests and queries.
- Organize and prepare casual worker payments.
- Assist HR with administrative work whenever needed.
- Develop and maintain a filing company protocol/system.
- Order office supplies and research new deals and suppliers.
- Act as the point of contact for internal and external clients.
- Answer office direct phone calls.

#### Employment Preference:

- Bahomea and Malango region of Guadalcanal Islands
- Solomon Island National
- Foreigner's
- Accounting and Administration experience will be an advantage.

#### Contact:

The applicants are required to send a detailed CV with cover letter, educational certificates and experience testimonials to [si20210103@gmail.com](mailto:si20210103@gmail.com) on or before **14<sup>th</sup> of January 2025**.

Short listed candidates shall be called on for interview.

**For more details on the advertised position call: +677-747-3122**