

VACANCY - ACCOUNTANT

Gravel, Concrete & Emulsion Production Corporation is inviting applications from suitably qualified professionals to fill the post of Accountant.

MAIN DUTIES & RESPONSIBILITIES:

1. Establishing an efficient work flow and setting priorities for outstanding work;
2. Preparation of monthly and annual budgets and providing advice and support to General Manager in the analysis of financial information.
3. Ensuring that the proper controls are in place for the efficient and accurate recording / tracking of accounting transactions and the Corporation's resources;
4. Ensuring the accuracy of financial statements and that they are prepared on a monthly and annual basis in accordance with International Financial Reporting Standards.
5. Responsible for the management & supervision of staff within the Accounts department
6. Preparation of costing for the Corporation's products and update same periodically
7. In addition, The Accountant will complete any special tasks or assignments that he or she may be given from time to time by the Board of Directors or General Manager.

REQUIRED QUALIFICATIONS, EXPERIENCE & QUALITIES

- a) B.Sc in Accounting with a minimum five years professional experience in a computerized financial environment or,
- b) ACCA qualified with a minimum of three years professional experience in a computerized financial environment.
- c) Possesses and displays exceptional leadership, communication (oral & written) and organizational skills.
- d) Computer literate and familiarity with computerized Accounting Packages (including cost accounting) and International Accounting Standards.
- e) Proven ability to work effectively as part of a team.

The successful candidate will be responsible to the General Manager of Gravel, Concrete & Emulsion Production Corporation. Salary will be negotiable and commensurate with experience and qualifications.

Interested persons should apply in writing by **June 15th, 2011** to:

The General Manager
Gravel, Concrete & Emulsion Production Corporation
P. O. Box 769
St. George's
Or e-mail: HR@grenadagravelconcrete.com