



Job Description

Job Title:	Senior Accountant
Company:	Acado St Lucia
Reporting to:	Chief Financial Officer
Department:	Finance
Job Purpose:	
<p>To support the CFO in providing strong financial governance across the Company by overseeing complex accounting functions, ensuring the integrity, accuracy, and timeliness of financial reporting, and delivering financial analysis and insights that support effective decision-making and the achievement of the Company's strategic and operational objectives.</p>	
Key Accountabilities:	
<p>Strategic Contribution</p> <ul style="list-style-type: none"> • Supports the CFO in the preparation and coordination of the Company's budgeting, forecasting, and financial planning processes, providing financial analysis, scenario modelling, and insights to support strategic and operational decision-making. Contributes to the design, implementation, and continuous improvement of internal controls, financial policies, and governance frameworks, ensuring the integrity of financial information, compliance with regulatory requirements, and alignment with best practice financial management standards. • Analyses financial performance against budgets and forecasts, identifying trends, risks, and opportunities and providing timely recommendations to support management decision-making. <p>Financial Strength</p> <ul style="list-style-type: none"> • Lead the preparation and review of monthly management accounts, ensuring accuracy, completeness, and submission to Head Office by the 6th working day of each month. • Oversee the integrity, accuracy, and timeliness of financial reporting, ensuring compliance with applicable accounting standards and internal reporting requirements. • Maintain balance sheet integrity through regular reconciliations, analytical reviews, and timely resolution of discrepancies. • Prepare and review financial management reports, including variance analyses, key performance indicators, and financial dashboards to support senior leadership decision-making. • Coordinate external and internal audit processes, ensuring the timely preparation of schedules, supporting documentation, and responses to auditor queries. • Support statutory and regulatory reporting obligations, ensuring adherence to applicable accounting standards and regulatory requirements. • Act as a key liaison between accounting operations and finance leadership, identifying opportunities to strengthen financial controls, improve processes, and mitigate operational risks. 	

This document is intended to reflect key requirements related to the principal functions of this job and must not be construed to be a description of all tasks that may be inherent in the position.

- Provide financial analysis and decision support for business initiatives, including new product launches, marketing campaigns, capital investments, and other strategic projects.
- Partner with operational and commercial teams to analyze cost drivers, providing recommendations to improve cost efficiency and financial performance.
- Oversee cash flow management, monitoring liquidity and supporting the CFO in maintaining adequate working capital to support business operations.
- Provide leadership and oversight for the Inventory, Accounts Payable, and Accounts Receivable functions, ensuring effective coordination, strong financial controls, and timely execution of processes.
- Serve as deputy to the CFO when required, ensuring continuity of financial oversight and leadership within the Finance function.
- Collaborate with cross-functional teams on strategic and operational initiatives, including system implementations, mergers and acquisitions, and finance process improvements.

Our Team

- Support the CFO and leadership team in fostering a high-performance culture within the Finance team by developing talent, promoting accountability, and encouraging continuous improvement in financial management and service delivery.
- Provide leadership, supervision, and mentorship to accounting staff, ensuring appropriate training, professional development, and the effective execution of financial processes and responsibilities.
- Work with the CFO to identify and develop future talent within the Finance function, supporting succession planning and strengthening the overall capability and resilience of the team.
- Establish and monitor key performance indicators (KPIs) for the team, utilizing the Company's Performance Management System to guide performance planning, evaluation, and ongoing development.
- Address employee relations matters within the team, including resolving workplace issues and grievances in a fair, timely, and professional manner, while maintaining alignment with company policies and values.

Relationships:

Internal Contacts:

- Work with the entire Finance Team, and closely with all other teams including Sales & Marketing, Warehouse, Retail, etc.
- Build relationships and collaborates with all internal stakeholders

Direct Reports:

- Management Accounts leadership
- Inventory leadership
- Accounts Payable leadership
- Accounts Receivable leadership
- Customer Service leadership

External Contacts:

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<ul style="list-style-type: none"> - Build relationships and collaborates with the Acado and wider Agostini Group of companies - Establish professional working relationships with external stakeholders
Decision Making Authority Level:
<ul style="list-style-type: none"> • Approves leave for direct reports
On Boarding Qualifications and Experience:
<ul style="list-style-type: none"> • Graduate Degree in Finance or Accounting and an Accounting designation (ACCA/CPA). • Minimum of 6 years of progressive accounting experience, with at least 3 years in a senior or supervisory role.
Skills and Competencies:
<ul style="list-style-type: none"> • Sound technical knowledge of accounting procedures and financial reporting systems. • Proficiency in accounting software (QuickBooks, SAP, Oracle, etc.) and advanced Excel skills. • Strong organizational and leadership skills. • Excellent written and verbal presentation skills. • Strong analytical, forecasting and modelling skills, as well as strong interpersonal skills, professional judgment and tact in dealing with contacts inside and outside the financial areas within the group. • Ability to manage multiple priorities and meet deadlines in a fast-paced environment. • High ethical standards and attention to confidentiality.
Key Performance Indicators:
<ul style="list-style-type: none"> • Timely submission of monthly reports meeting Group deadlines • Completion of statutory financial statements • Leadership of internal audit and timely clearance of audit points • Coordination of accounting functions to ensure smooth business operations
Working conditions:
<ul style="list-style-type: none"> • Standard office environment • Normal business hours with with the expectation that the incumbent will demonstrate flexibility and may be required to work extended hours during critical financial periods, including month-end and quarter-end financial close, audit cycles, budgeting activities, and other reporting deadlines to ensure the timely and accurate completion of financial deliverables.
Authorisation Confirmation:
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Manager Signature</p> </div> <div style="width: 45%;"> <p>Date</p> </div> </div>
Employee Signature:

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Employee Signature

Date

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