

## Careers at Dawn International - Financial.

### Duties will include but not be limited to -

- A) Reporting directly to the Financial Controller all aspects of the company's financial operations.
- B) Producing Monthly and Annual Budgets.
- C) Producing Monthly and Annual Management Accounts – to pre Audit standards.
- D) Reporting all financial positions to the Arrow Group Standard.
- E) Maintaining office records such as Debtors / Creditors Ledgers, Banks Rec.s, Wages, Intrastat, VIES, Vat etc.
- F) Implementing all payments to Creditors and the collection of all monies from Debtors.
- G) Monitoring the outcome of all claims / disputes – and to successfully conclude these.
- H) Making inward and outward transactions to and from the Companies various Bank Accounts.
- I) Assisting in the maintenance of the Companies IT systems on a daily working basis.

Candidates will be expected to integrate well into a small team of people, whilst retaining control over all the administration procedures. They are expected to form a clear and defined understanding of the procedures used within the Company and of all its transactions.

A recognised Business or Accounting qualification is necessary.

Training will be provided at all levels.

Salary is negotiable – depending on the “experience” of the candidate.