

 DS AVIATION FUEL CO.LTD	<u>DESIGNATION:</u> ACCOUNTANT ASSISTANT	<u>DS CODE:</u> DS/ADM1/03C/01/2019	FROM 2019- 2020
<u>DEPARMENT:</u> FINANCE AND OPERATIONS	<u>REPORTING TO:</u> FINANCE MANAGER	<u>DUTY STATION :</u> BOSASO WITH FREQUENT TRAVEL TO OTHER OPERATIONAL AREAS.	

COMPANY OVERVIEW

DS Aviation Company is a private limited company registered in Puntland State of Somalia, Its core business is to Source, Store, Handle and Distribute Petroleum products in whole Puntland state of Somalia majoring in Jet A1 fuel.

Ds aviation completed construction of an ultra Modern Jet A1 fuel terminal in Bososa Puntland State of Somalia. The terminal has a capacity of 1.5 million liters of Jet A1 Bulk storage and intends for expansion to 10 million liters in the near future. The terminal is located at Bosaso International Airport Puntland State of Somalia.

DS Aviation Fuel Co.Ltd has also accredited fuel Laboratory operated by SGS International This Laboratory approves and certifies all Petroleum Product as per International Standards.

Position Summary: Based in Bosaso DS aviation Fuel Company limited seeks an experienced Accountant Assistant for its operations in Puntland.

Essential Duties and Responsibilities:

- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors via phone, email, and in-person.
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Preparing financial reports.
- Assisting with audits, fact checks, and resolving discrepancies
- Assisting with the other account duties as may be required by the account department.
- Prepare monthly payroll.
- Maintain Asset Register.
- Ensure that all company assets are safe from theft and misappropriation.
- Maintain strong company relationships with banks and sureties.
- Comply with the terms of finance agreement between the company and the clients.
- Establish a strong financial and operational reporting system with sureties.
- Advising on, disseminating and managing financial policies.
- Liaising with managerial staff, colleagues and clients.
- Undertaking financial administration
- Ensure that appropriate financial regulations and controls are in place and in use at all times.

Desired Experience & Qualifications:

- Relevant Qualifications in Accounting degree, ACCA, CPA Certified, or Equivalent
- More education, experience, or additional certifications and licenses may be required.
- Proficiency with computers and bookkeeping software I –e QuickBooks.
- strong typing skills.
- Exceptional time management and verbal and written communication skills.
- Familiarity with basic Accounting principles.
- Professional manner and strong ethical code.
- Ability to multitask and remain motivated and positive.
- Commitment to working efficiently and accurately
- Experience at least 2 years of Finance Controlling with a company of similar caliber.
- Must have good IT skills in Accounting software's
- Must be operating electronic equipment and sales transactions
- The ability to work independently or little supervision

Key Competencies/Skills/Abilities:

- Good analytical capacity and knowledge
- Communicate effectively
- Performing with integrity and acquiring knowledge
- High team work spirit (contributing to the team)
- High level of problem solving and negotiation skills
- Working in diverse environment and not restricted by clan and boundaries
- Navigating across boundaries
- Respect and manage diversity
- Managing time, priorities and deadlines
- Interpersonal skills
- Excellent decision making skills

DS Aviation Fuel Company is an equal employment company and the selection will be based on merit however, qualified Somali national candidates are highly encouraged to apply.

How to apply:

Applications including a CV, cover letter, date of availability and salary history should be submitted by email to muktar.salat@dsaviationfuel.com, with copy to: dek.hashhi@gmail.com. The email subject line should be clearly marked as: **please refer to the post title.**

Any application received from other channels other than the one specified above will be automatically disqualified.

Closing date or deadline for applications is 23.59 hours, April 05th, 2019. ONLY short-listed candidates will be contacted for a personal interview.