

Accounting Specialist

JOB DESCRIPTION

- Prepare invoices, receives and handles payment for suppliers
- Prepare and process government regulatory filings
- Prepare the trade and investments transactions of the Funds and coordinate with counterparty institutions to ensure that trade details are accurate and complete
- Ensure that proof of purchase and sale as well as proof of ownership of investments and traders are properly documented
- Coordinate with the company's back office operations, system and accounting for proper booking and reporting of trades and investments
- Conduct research and prepare monthly fact sheets of the Funds and ensure its publication in the proper channels/platform

JOB REQUIREMENTS

- Bachelor's Degree in Accounting, Finance, Business Management or related course
- Preferably with at least 1 year related work experience but fresh graduates are welcome to apply

Accounting Specialist

JOB REQUIREMENTS

- Good oral and written communication skills
- Can handle working on different tasks with minimum supervision
- Willing to work onsite at Ortigas, Pasig City

INTERESTED IN THE ROLE?

Send us your résumé through apply@colfinancial.com and we'll get back to you as soon as possible.

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