

1. Position Information

Accounts Assistant/ Bookkeeping

THL is looking for an Accounts Assistant/Bookkeeper to assist with THL's financial arrangements (including accounting, treasury and bookkeeping). The Account Assistant together with the Finance Assistant will assist the Financial Manager to provide professional service within the Finance team and monitor compliance with both relevant laws and regulations on financial and accounting issues and the Project Documents.

2. Qualifications

- University degree in Accounting, Financing and Business Administration or similar with a minimum of 2 years post-qualification experience, preferably in a similar industry (e.g., hydropower, energy infrastructure).
- Newly graduates are encouraged to also apply.

3. Responsibilities

Delivering and reporting to Financial Manager and Chief Financial Officer, the Bookkeeper (Assistant) will carry out the following tasks:

- 1) Addressing responsibility for bookkeeping procedures.
- 2) Bookkeeping cash transactions on a daily basis.
- 3) Preparing monthly, quarterly and yearly financial reports.
- 4) Assisting and supporting independent auditors.
- 5) Greeting and welcoming any visitors or customers.
- 6) Reporting the procedures and progress of any verbal or written instructions of Financial Manager, Chief Financial Officer or any designated person by the Employer.
- 7) Reporting to Executives, the Administrative Manager will carry out the tasks with and pay due attention to, the Company Procedures and Rules and the instructions by executives.
- 8) Ensuring that all terms and conditions of this Contract with the best endeavours.



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4. Employment Preference

- Bahomea and Malango region of Central Guadalcanal Island
- Solomon Island National
- MDB project (World Bank, Asian Development Bank) experience holder

5. Contact Information

Applicants are required to send a detailed CV with a cover letter, academic certificates, transcripts and experience testimonials to enviro.social.s@tinahydropower.com.sb before 5pm on the 10th of May, 2024. Short listed candidates will be contacted for an interview.

For more details on the advertised position for the vacancy, please contact Mr. Derwin Ovita, on phone: **25115**, or email: [**enviro.social.s@tinahydropower.com.sb**](mailto:enviro.social.s@tinahydropower.com.sb).