



# we're hiring

Internal applications are invited for the following vacancy within Digicel Suriname

**POSITION: Finance Assistant**  
**DIVISION: Finance**  
**REPORTS TO: Finance Controller**

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## What you'll be doing:

You will be responsible for analyzing business performance, financial position, and cash flow.

## Your main duties and responsibilities:

- Review and analyze the monthly management accounts to provide appropriate commentaries, and insightful analysis of performance in line with internal & external deadlines.
- Create and maintain effective models to track month-to-date actual expenditure vs budget/forecast. This includes operational costs, direct costs, & subscriber acquisition costs.
- Monthly review of balance sheet reconciliations to provide insightful analysis as per timetable.
- Model to report inventory & Capex/fixed assets vs budget/forecast & cash flow.
- Support monthly forecast and annual budget.
- Support and manage all audits.
- Provide monthly analysis for actual cash flow vs budget/forecasts.
- Manage daily/monthly cash flow, closing cash and related reporting.
- Support for annual statutory accounts, local & regulatory reporting, quarterly/half-year/year-end reporting.
- Support projects related to process formalization, automation, expansion and improvement.
- Support positive working environment across all departments & shared service center.
- Other ad-hoc duties as required.

## What you'll need to succeed in this job

### Qualifications:

- Recognized accounting qualification with 3+ years accounting experience in a commercial environment
- Highly skilled user of Microsoft Excel
- Excellent analytical skills and attention to detail
- Effective communication skills, including the ability to articulate progress, issues and recommendations in a concise manner

### Functional Skills:

- Ability to deliver results in a fast paced and dynamic environment
- Ability and desire to learn new skills
- Additionally, the candidate must demonstrate high energy/creativity, flexibility, a relentless customer-focus and an entrepreneurial spirit as well as being a team player

Interested persons are kindly advised to notify your immediate manager of your intention to apply and send your resumés to:

Email: [HR.Suriname@digicelgroup.com](mailto:HR.Suriname@digicelgroup.com)

Subject: Vacancy – Finance Assistant