

Hummingbird Resources – Accountant Job Description

Hummingbird Resources Plc (“Hummingbird”) is a West African focused gold producer, developer, and explorer. In December 2017 Hummingbird completed the construction of its flagship project in Mali on time and on budget.

Hummingbird is in a key growth phase now as the revenues and cash from its first operating gold mine allow it to look at new projects and mines as well as acquisitions.

Given this growth, Hummingbird is looking for an enthusiastic bookkeeper with an AAT or equivalent qualification to join our head office team based in London's Mayfair. This role will focus on supporting the finance and administration team with day to day transactions and administration work, as well as general office management. The role is central to a small team environment with exposure to Senior Management and Directors.

Role description:

Responsibilities of the role include, but not limited to:

- General bookkeeping, including journal entries
- Maintain and reconcile credit cards expenditures and statements
- Maintain and reconcile the bank accounts, cash postings
- Travel bookings and visa applications for head office and project team
- Assisting the finance, admin and legal teams with typing and any MS suite tasks
- Answering telephone, printing, filing
- Meet and greet guests, manage office supplies, organise courier shipments
- Processing of VAT returns
- Assist in preparing payment runs
- Assisting with preparation of monthly management accounts
- Other adhoc tasks that may be required from time to time

The Candidate:

- Association of Accounting Technicians (AAT) or similar and 2 years' experience in a similar role
- Needs to have a fantastic eye for detail
- The ability to liaise with Senior Management
- Intermediate to advanced MS Suites (word, excel) skills
- French language would be advantageous but not essential

To apply please forward CVs to Stephen.c@hummingbirdresources.co.uk