

ACCOUNTS ASSISTANT

YOUR ROLE:

- Performing daily bank reconciliations and General Ledger reconciliations.
- Preparing daily payments, invoices and posting receipts.
- Preparing Tax related schedules and supporting documents for tax filings.
- Preparing and entering employee expense claims, petty cash claims and over time payments.
- Handling petty cash and entering supplier invoices.

YOUR PROFILE:

- Passed GCE (A/L) Examination in Commerce stream.
- Pursing a Bachelor's degree in Finance or Accounting, or part qualification in AAT would be advantageous.
- Fluency in written and spoken English.
- Conversant with MS Office packages and proficiency in Advanced Excel.

Apply for this job

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George Stuart



B E L I E V E

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