

VACANCY

ASSISTANT ACCOUNTANT:C4

Purpose of the Job

The assistant accountant is directly responsible for journal processing creditors payments, Bank Reconciliation and financial administrative work.

Qualifications & Experience

- Diploma in Accounting NQA Level 6
- At least 3 years progressive experience in an accounting environment.
- Knowledge of Sage X3 (*added advantage*)
- Must comprehend basic accounting requirements.
- Sound knowledge of Generally Accepted Accounting Practices (double entry, accounting and IFRS's requirements)
- Sound knowledge of basic VAT principles
- Understanding management information systems.

Key Performance Areas

- Assist in managing of the Group's daily cash flow forecast by reviewing captured supplier invoices and payments.
- Processing of cash book transactions and reconciliations for NAD banks.
- Ensure accurate and timely monthly credit card reconciliations of the Group's Executives and Management.
- Ensure monthly Fuel Card reconciliations.
- Accurate and timely monthly Banks reconciliations for the Group's foreign currency.
- Verification of supplier invoices related to all service departments.
- Reporting and compliance of monthly Balance Sheet account reconciliations.
- Compliance and reporting of monthly VAT closure.
- Processing of monthly journal entries for all service departments.
- Verify and check supplier invoices.
- Timeous reporting.

Please note that only short-listed applicants will be contacted. Suitable candidates from designated groups are encouraged to apply.