

Work for the world

Crunch those numbers

Our team is on the lookout for a challenger!

Position : Accountant / Assistant Accountant

Job Profile :

- ◀ Maintain accurate, timely financial records, preparation of monthly financial statements and management accounts
- ◀ Timely preparation of weekly balance sheet schedules and completion of accurate accounting entries
- ◀ Managing end to end Accounts Receivable and Accounts Payable functions (Invoicing, Debtor follow-up, Invoice Booking, Payments)
- ◀ Handle internal, external and corporate governance audits
- ◀ Ensure statutory compliances are met, management of banking, treasury, and online payments
- ◀ Assisting the Finance Manager in completion of financial reports and other financial related work
- ◀ Liaise with Tax consultants and IRD for the timely and accurate completion of VAT, Stamp Duty, WHT, Income Tax, other tax returns and tax payments
- ◀ Overlook and coordinate finance related administrative tasks

Candidate Prerequisites :

- ◀ Overall, 4 years of experience that includes a minimum of 2 years of experience in a reputed audit firm and minimum of 2 years experience in a corporate entity
- ◀ Experience in IT or Service industry (Highly preferred)
- ◀ Degree in Accounting / Finance or fully qualified in any professional qualification in CA / ACCA / CIMA
- ◀ High proficiency in MS Office applications
- ◀ Leadership skills with the ability to work under pressure
- ◀ Excellent communication skills, computer literacy, and analytical skills
- ◀ Working experience in QuickBooks ERP system would be beneficial
- ◀ Knowledge of group accounting is an added advantage