

We Are HIRING

M.

Accounts Assistant

Qualifications & Requirements

- Candidate should have between 1-2 years of experience in similar capacity.
- Fully completed AAT or any other higher qualifications.
- Proficiency in MS office applications (MS Excel is mandatory).
- Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Practices.
- Experiences in QB Accounting Package essential.
- Handling accounts payable, receivable and general ledger functions.
- Ability to help prepare monthly financial reports.
- Ability Assist to help prepare monthly financial reports
- Preparation and maintenance of bank reconciliations.
- Female Candidates preferred.

Contact us:0773124434

APPLY NOW



Send Your Resume To:

hr.mercstop@gmail.com / surajdan58@gmail.com