

Our company is seeking to recruit a passionate and self-motivated professional, who will assist the Accounts Dept. to the date-to-day accounting operations at the position:

Accounts Dept. Assistant

Responsibilities:

- Record of accounting transactions in accounting software
- Issue Invoices / Cr Notes
- Performing Debtors, Creditors, Bank and any other reconciliations
- Deal with Financial paperwork filing
- Assist in any other accounting duties

Minimum Requirements:

- Bachelor's degree in accounting / finance / economics
Or minimum LCCI Level 3 / equivalent is a must.
- Good knowledge of Microsoft Office (MS Excel is essential)
- Good command of English language both verbal and written
- Team spirit, high level of self-motivation and willingness to develop
- Work experience in a similar accounting position will be considered an advantage but not necessary.

Benefits:

- 13th Salary
- An afternoon off every week
- Salary according to qualifications

Working Hours:

Monday to Friday, 8am – 4.30pm (30 minutes lunch break)

Please sent your CV by Email to: accounts@kemterinsurance.com