

A leading group in the legal, consulting, and advisory services is looking for a talented junior accounts assistant to join the accounting department. The ideal candidate will report to the Senior Accountant in the department and be responsible for the support and back office of the accounting department. Previous experience in the role is not required and if there is it would be considered as an advantage. For all duties listed below, in-house training will be carried out. If you have the required skills, then we look forward to have your CV.

MAIN DUTIES AND RESPONSIBILITIES

- Preparation of invoices and/or receipts for all the companies of the group
- Be responsible for the recording of various journal entries relating to issued invoices and their collections.
- Reconciliation of collections and invoices with our books and records
- Maintain an orderly financial filing system
- Be responsible for the administration work of the accounting department
- Any other duties of administrative and support nature as they may be required from time to time by the Senior Accountant or CFO of the group

CANDIDATE PROFILE

- Holder of LCCI certificate (optional not mandatory)
- Graduate of secretarial degree/certificate (optional not mandatory)
- Previous experience is not required for this role but if there is any experience in a similar role it would be considered as an advantage
- Fluent in English
- Proficient in computer related applications i.e. Word / Excel
- Personally responsible, highly organized, punctual, able to multi-task and work well under pressure.

COMPANY BENEFITS

- In house training
- Thirteen-month salary
- Medical and provident fund – after the completion of 6 months
- Remote working – after the completion of 6 months, subject to conditions
- Flexible working hours, Friday half-day
- Annual leave entitlement 22,5 (1/2 day leave on your birthday)
- Paid wedding leave of 2 days
- Business smart dress code and casual Friday's dressing code

Due to the high volume of applications, only shortlisted candidates will be responded to.

SUBMIT YOUR CV FOR THIS JOB BY THE 27th November 2025

To apply for this position, please email your CV to hr@amf-global.com or call +357 25 585 583 for further information.