

WE ARE HIRING

Accounts Assistant

(Ref: HC/AA/pv/0223)

The role of the Accounts Assistant is to provide accounting and administrative support for the efficient maintenance and processing of accounts payable transactions.

Reporting to the Accountant, the job incumbent will be mainly required to:

KEY RESPONSIBILITIES

- Process invoices and cheque requests.
- Reconcile invoices and statements to ensure completeness and accuracy of the Company records and payments.
- Update and maintain accounting ledgers by verifying and posting account transactions.
- Maintain integrity of accounting system by regularly updating files, records and updating spreadsheets (Creditors' lists, account balances etc).
- Assist with month-end closing and preparing accounting records, financial statements and other financial reports.
- Build, maintain accurate and confidential filing system. Ensure proper filing of all documents.
- Work cooperatively with Auditors, answer questions and resolve audit findings.
- Track expenses, produce monthly reports and assist in monthly/quarterly/yearly accounts closure.

QUALIFICATIONS & EXPERIENCE

- Higher School Certificate
- Level 1 ACCA-ACA qualification
- At least 1 year experience

OTHER PREREQUISITES

- Team Player
- Ability to prioritise work and meet strict deadlines.
- Excellent organisation skills.
- Good communication skills.
- Dynamic and entrepreneurial

Candidates are invited to send their application letter and detailed CV via e-mail to info@bloomage.mu with reference "Ref: HC/AA/pv/02.23." in the subject title.

Closing Date: 17 March 2023

Only the best candidates will be called for an interview.