

ACCOUNTS ASSISTANT (Fresh Graduates) X 02

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Company: BEM Consult

Location: Lusaka

Category: other-general

Description:

Job Purpose

The Accounts Assistant will be responsible for banking of cheques and the cash received and cash paid books. Maintain both cash received and cash payments book and update them on a regular basis by printing online bank statements. Perform monthly bank reconciliations at month-end, assist in the preparation of monthly payroll journal and payments to pension schemes.

Summary of Key Responsibilities;

Assist the Accountant by ensuring that all filing is done accurately and on a regular basis

Provide assistance to the monthly management accounts processes

Receive, record and process all purchase invoices

Request and manage petty cash

Ensure all purchase invoices have been authorised and coded before entering them onto the purchase ledger

Assist the Accountant with the preparation of statutory payments

Daily Posting of all sales invoices to the sales ledger and chasing up non-paying customers on a weekly basis

Receive and process all expense claim forms and requests for payments

Be responsible for filing, data entry, answering phones

Processing transactions, issuing checks, and updating ledgers, budgets, etc.

Help the Accountant to gather data for the Preparation of financial reports.

Assisting with audits, fact checks, and resolving discrepancies

Required Skills & Personal Attributes

Absolute attention to detail

Good Analytic Skills

Good oral and written communication skills, with the ability to explain information in a clear and understandable way to non-finance professionals

Strong team player, with a willingness to assist and learn from colleagues

Ability to work in a changing and flexible organisation

Ability to learn

Primary Areas of Accountability:

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