

Assistant Accountant

[Apply Now](#)

Company: Recruitment Matters

Location: Lusaka

Category: other-general

Overview

Our client in the manufacturing industry is looking for a Assistant Accountant to join their team; **Duties and responsibilities include but are not subject to;**

Assist with processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.

Monthly closure of assigned GLs and sub-ledger within deadlines. Post all journal s and accruals to ensure all business transactions are recorded

Reviewing Balance Sheet Accounts and understanding the making up of GL balances

Update accounts Payables and proactively following up expected invoices with suppliers

Ensure good hygiene of sub-edger accounts are updated with entries processed matched timely

Perform a weekly Payables age analysis with status updates on long overdue invoices.

Monthly reconciliation of sub-ledgers to the general ledger

Ensure all bank transactions are processed and matched in the ERP system on a weekly basic

Process payments to suppliers promptly

Insure prompt reconciliation and reimbursement of petty cash

Responsible for inter-company accounts receivable and payable balance confirmations within group reporting deadlines

Prepare account reconciliations (cash, liabilities, receivables, fixed assets) and supporting sub-ledgers.

Investigate and resolve account reconciling items

Update financial data in the ERP system to ensure that information will be accurate and immediately available when needed.

Assist with reviewing of expenses as assigned

Preparation of audit schedules and work closely with the internal or external auditors to ensure the completion of a timely audit

Assist with implementing and maintaining internal financial controls and procedures

Interact with colleagues on a daily basis and assists on special projects.

Proper and timely filling of all documentation to ensure easy access by all team members.

Key Skills;

Financial accounting and closing processes

Planning, forecasting and budgets

Financial analysis and reporting

Financial information management systems

Financial resources management

Risk management and internal controls

Tax accounting and compliance

Health and safety

Strong communication

Team Spirit

Customer focus

Analytical Thinking

Professionalism

Consistent professional improvement

Leadership

Key Qualifications;

Qualification in accounting (completed or in final level of ACCA, ZICA CIMA) or any business relevant field

At least three years' experience in a busy accounting environment

Proven hands-on experience as a junior accountant and is ready for 2nd or 3rd step in career

Excellent organizing abilities

Excellent attention to details

Good understanding of accounting and financial reporting principles and practices

[Apply Now](#)

Cross References and Citations:

1. Assistant Accountant [Finlandjobs Jobs LusakaFinlandjobs ↗](#)
2. Assistant Accountant [Trendzfurnitures Jobs LusakaTrendzfurnitures ↗](#)
3. Assistant Accountant [Egyptjobs Jobs LusakaEgyptjobs ↗](#)
4. Assistant Accountant [Jobsinindia Jobs LusakaJobsinindia ↗](#)
5. Assistant Accountant [Sapjobs Jobs LusakaSapjobs ↗](#)
6. Assistant Accountant [Nodejobs Jobs LusakaNodejobs ↗](#)
7. Assistant Accountant [Seasonaljobs Jobs LusakaSeasonaljobs ↗](#)
8. Assistant Accountant [SearchaustralianjobsJobs LusakaSearchaustralianjobs↗](#)

9. Assistant Accountant Istanbuljobs Jobs LusakaIstanbuljobs ↗
10. Assistant Accountant Devopsjobs Jobs LusakaDevopsjobs ↗
11. Assistant Accountant DallasjobsJobs LusakaDallasjobs ↗
12. Assistant Accountant NgojobsJobs LusakaNgojobs ↗
13. Assistant Accountant Interiordesignjobs Jobs LusakaInteriordesignjobs ↗
14. Assistant Accountant Czechiajobs Jobs LusakaCzechiajobs ↗
15. Assistant Accountant Sustainabilityjobs Jobs LusakaSustainabilityjobs ↗
16. Assistant Accountant BuenosairesjobsJobs LusakaBuenosairesjobs ↗
17. Assistant Accountant TransportationjobsJobs LusakaTransportationjobs ↗
18. Assistant Accountant Energyjobs Jobs LusakaEnergyjobs ↗
19. Assistant accountant Jobs Lusaka ↗
20. AMP Version of Assistant accountant ↗
21. Assistant accountant Lusaka Jobs ↗
22. Assistant accountant Jobs Lusaka ↗
23. Assistant accountant Job Search ↗
24. Assistant accountant Search ↗
25. Assistant accountant Find Jobs ↗

Source<https://zm.expertini.com/jobs/job/assistant-accountant-lusaka-recruitment-matters-589b7a93f3/>

Generated on: 2024-05-02 by Expertini.Com