

VACANCY

ACCOUNTS AND ADMINISTRATIVE OFFICER

Duties

- Prepare monthly journal entries and bank reconciliation statements
- Manage accounts payables and receivables
- Prepare management accounts
- Maintain and reconcile the general ledger
- Process supplier invoices and payments
- Analysis and updating of cash books
- Maintain purchase order systems
- Ensure transactions are properly recorded on SAGE and preparation of financial statements
- Preparation and filing of VAT, NPS and other relevant statutory returns
- Assist with preparation of Budgets and forecasts
- Liaise with internal and external stakeholders.
- Administrative duties
- Monitor and manage absences on attendance software.

Profile

- Dynamic person able to work under pressure.
- Sound knowledge of accounting standards
- ACCA Level 2
- Minimum of 3 years work experience
- Knowledge of accounting software

To apply, please send your motivation letter together with your CV by Thursday 18th December 2014 to clau@food-allied.com