
5. Family Bank Jobs - Accounts Assistant Employment Opportunities

Job Purpose: To work with the Accountant in the following:

The Job:

- Maintain ledger accounts; update financial data to the operating system;
- Prepare monthly returns on receipts & payments;
- Maintaining proper books of accounts;
- Recording all receipts & payments;
- Prepare tax returns;
- Do reconciliations.

The Person:

- Diploma in Accounting/Finance/ Economics/Business or related field.
Degree would be an added advantage;
- Professional accounting qualifications (at least CPA II);
- 3 years relevant working experience;
- Skills in accounting packages such as quickbooks, sage.
- Proven ICT skills, strong planning, organizing & communication skills;
- Ability to work with a team & with minimum supervision.
- Honest and with high integrity.