



Career Opportunity

Accounts Support (2 year contract)

The position will be based in the Finance department. The role involves assisting the Senior Accountant in the maintenance, reporting and management of the subsidiaries' finances.

Main Duties will include:

- Managing and controlling subsidiaries finances
- Preparation of monthly management accounts
- Preparation of monthly bank reconciliations
- Preparation of cheques, transfers and payments
- Management of the debtors and creditors accounts
- Payroll, VAT, TDS and income tax returns reconciliation
- Maintenance of fixed assets register and safeguarding the fixed assets
- Ensuring that the cash book and petty cash are updated on daily basis
- Ensuring preparation of daily banking
- Preparation of monthly reconciliations
- Preparation of Budget
- Intercompany balance reconciliation
- Help in preparing group consolidation
- Performing any other duties to meet the exigencies of the department

Qualifications and Experience:

The ideal candidate should possess the following profile:

- Holder of a Degree in Accounting and/or should have at least reached ACCA Level 2
- Should have at least 1 to 3 year's working experience
- Have good communication and interpersonal skills
- Have a keen eye for details
- Be conversant with MS Office Tools
- Be able to work under pressure and meet tight deadlines

If you feel challenged by the above position, and believe you have the required profile, please send your application letter and a full Curriculum Vitae quoting "**Accounts Support**"

in the subject line to:

hr@swanforlife.com

Closing: **18 June 2019**

The Company reserves the right

- 1 To convene only the best qualified candidates to participate in the selection exercise.
- 2 Not to make any appointment following this advertisement