



JOB TITLE: ASSISTANT TREASURY ACCOUNTANT (1 Position(s))

Responsibility:

- Perform routine accounting task e.g. posting process, data entry, posting of ledgers and preparation of voucher.
- Where assigned cashier duties to ensure all company money is received and receipted and that the same is banked intact on the same or following day, collect money and document to and from banks
- Perform payment runs in company banking platforms to ensure timely vendor payments.
- Work on all E-Commerce payment platform charge back/refund and settlement properly.
- To organize and remit all payment documents to Treasury Manager, Shares Service Manager and company signatories on daily basis.
- Perform any other duties that may be assigned from time to time.

Skill :

- Excellent analytical and interpersonal skills as well as excellent communication skills.
- Computer skills conversant with MS office applications.

Qualification Required:

- Bachelor's degree in a business-related field from a recognized institution.
- Minimum of 2 years' experience in Finance, preferably 1 year working within a Treasury function

Experience :

- Proficient in use of financial accounting system with a bias to competency in working airline accounting systems.

Mode of Application :

Job Purpose

Responsible for ensuring that banks and online sales reconciliations are performed on time and that weekly and monthly reports are accurate and informative, while ensuring adherence to agreed SLAs and internal controls. To Update and reconcile treasury accounts to ensure accuracy and completeness of financial reports and prevent loss.

Job Opening date : 25-Sep-2024

Job closing date : 08-Oct-2024

[APPLY HERE](#)