

WE ARE HIRING

JOIN OUR TEAM



1. JOB PURPOSE STATEMENT

The **Accounts Assistant** will be responsible for providing administrative and financial support to the finance department or team. This role involves tasks related to data entry, invoice processing, financial record maintenance, and assisting with financial reporting.

2. KEY RESPONSIBILITIES

- ❖ **Data Entry & Record Keeping**
 - Accurately enter financial data into Xero
 - Maintain and update financial records, including invoices, receipts, and expense reports.
- ❖ **Invoice Processing**
 - Process incoming invoices, verifying accuracy and completeness.
 - Prepare and issue invoices to merchants.
 - Monitor and follow up on overdue payments.
- ❖ **Expense Tracking**
 - Record and categorize company expenses.
 - Reconcile credit card statements and receipts.
 - Assist in tracking and reporting on employee expenses.
- ❖ **Bank Transactions**
 - Reconcile bank statements and Petty cash with company records.
 - Monitor and report discrepancies or unusual transactions.
- ❖ **Budgeting**- Support the finance team in preparing budgets and financial forecasts and help monitor actual performance against budgeted figures.
- ❖ **Financial Reporting**
 - Assist in the preparation of financial reports, including income statements and balance sheets.
 - Generate and distribute financial reports to relevant stakeholders.
- ❖ **Cashflow Management** – Report bank and Mpesa balances daily and advise on any movements that need to happen.
- ❖ **Compliance and Regulations**
 - Ensure compliance with financial regulations and internal policies.
 - Stay up to date with changes in accounting standards and tax laws.
- ❖ **General Administrative Support** – Assist with general office tasks, such as filing and provide support during financial audits.

3. MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- A degree in Finance, Accounting or a related field.
- Proven Experience in a similar role.
- Proficiency in accounting software (e.g., QuickBooks, SAP, Xero, Microsoft Dynamics) and Microsoft Office Suite, especially Excel.
- Strong attention to detail and accuracy in data entry.
- Good understanding of basic accounting principles and financial processes.
- Excellent organizational and time management skills.
- Strong communication skills, both written and verbal.
- Ability to work independently and collaboratively in a team.
- Knowledge of relevant financial regulations and compliance.
- Familiarity with financial analysis and reporting tools.
- Knowledge of tax regulations and payroll processing.

A high level of personal integrity and adherence to high ethical standards are expected of you

To apply, send your CV to recruitment@ipayafrika.com with the subject: **Accountants Assistant** by **13th September 2023**.