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# **FINANCE ASSISTANT**

# WHO ARE WELOOKING FOR

### Education

- Part Qualification in a Finance, Accounting related degree or a related diploma
- AAT part qualification or related financial course certifications would be an added advantage

### Experience

- •1 year of experience working in a Finance team• Experience in managing shared mailboxes and responding to queries
- · Hands-on experience with processing financial transactions





# WHAT WOULD YOU DO

- Process invoices, verify financial data, and ensure accurate and timely payment
- Process transfers as directed, and handle customer inquiries as advised
- Handle office cheque requests, check ledgers and paperwork, and issue cheques
- Cheque banking and Advance Handling. Maintain accurate financial records and ledgers
- Assist in the preparation of monthly, quarterly, and annual financial reports-Assist with internal and external audits by providing necessary documentation and information
- compliance with financial regulations and standards
- Provide administrative support to the finance department as needed
- Handle correspondence and filing
- Perform any other tasks required to assist the finance team

## **Competencies and Skills**

- Ability to use Microsoft Office Package
- To be able to maintain accuracy and attention to detail whilst dealing with high volumes
- A positive attitude and strong work ethic that is keen to learn and explore new ideas
- · Well organized with the ability to prioritize
- · Ability to communicate effectively
- Ability to work with the online banking systems and account system

**APPLY NOW** 



Closing date: 12 APRIL 2025

Send Your CV and Expression of Interest to:



slibtec@gmail.com

Use **Finance Assistant** the subject line



Phone Number **0113 431 844** 

