

WE ARE HIRING!



Finance Assistant

SLIBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research and development manufacturing platform for the biotechnology business.



Responsibilities

- 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.
- Ensure 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.

We are looking for

- Part Qualification in a Finance and Accounting field
- 1 year of experience working in a Finance team and hands-on experience with processing financial transactions
- 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.

Please email your CV including two non-related referees, mentioning the position in the subject line, before
10th October 2025

E-mail: slibtec@gmail.com