

WE ARE RECRUITING

A 'Senior Accounts Officer'

Responsibilities

- Process journal entries to prepare management accounts of subsidiary and internal departments
- Initiate and follow up on fixed asset acquisition and disposal procedures
- Assist in debtors' reconciliation and send invoices
- File MRA returns and attend to relevant queries
- Monitor and reconcile physical and theoretical stock levels by conducting inventories in stores
- Reconcile, report stock variances and liaise with process owners to adjust stock levels accordingly
- Ensure stock management procedures are adequately followed physically and on stock module
- Ensure compliance to internal controls and recommend procedures where and when needed

Profile

- Degree in Accounting/ACCA Level 2
- Minimum 2 years working experience
- Strong organizational skills
- Strong analytical skills
- Attention to details
- Ability to work autonomously as well as in a team
- Good written and oral communication skills both in English and French
- Proficient in the use of Microsoft Office mainly in Excel

Interested candidates should forward their resume by latest Friday 07th February 2025 to the Human Resources Department,

Panagora Marketing Co. Ltd | Tel : 601 8300 | Email : hr.panagora@eclosia.com

Only the best candidates will be called for an interview