

# CAREER OPPORTUNITY

## GRADUATE TRAINEE FINANCE & ADMIN CONSULTANT

### RESPONSIBILITIES

- Manage accounts receivable and payable.
- Processing Customer and Supplier Invoices.
- Maintain the Fixed Asset register.
- Procurement functions.
- Human resources.
- Account reconciliations.
- Submission of all tax returns.
- Filling of all source documents.
- Give support to the operation team. (e.g. Training preparations)
- Identify and address account discrepancies
- Forecast and monitor cash flow
- Preparing, tracking and reporting budgets
- Prepare tax documents

### QUALIFICATION

- Bachelor of Accounting or Finance, Bachelor of Commerce in Accounting, Diploma in Accounting and Finance
- Proven work experience as a Finance Administrator, Finance Assistant or similar role
- Advanced knowledge of MS Excel (creating spreadsheets and charts and using financial Excel functions)
- Proficiency in English and Oshiwambo (Afrikaans would be added advantage).
- Hands-on experience with accounting software, like QuickBooks, Pastel, Xero, etc.
- Good understanding of bookkeeping procedures

### PREFERRED SKILLS REQUIREMENTS

- Should have sound experience in Power point, Excel spreadsheets, and word processing.
- Must be in possession of a valid driver's license.
- Time-management and organization skills
- Maintain a high level of confidentiality
- Comfortable working in a fast-paced environment with changing priorities.
- Excellent written and oral communications skills and the ability to deal effectively with people.

**CLOSING DATE: 02 AUGUST 2024**