



WE ARE
RECRUITING

ACCOUNTS CLERK

Job Description :

- AR Invoicing in the accounting system
- General Accounting duties (Petty cash, cheque, banking, licences and road tax, etc)
- Liaise with suppliers and other departments for follow up of invoices
- Assist Financial Accountant in accounts, reconciliations and audits preparation
- Compile and analyse reports/summaries on activity areas
- Fast and accurate in data input in accounting software
- Function in accordance with established standards, procedures and applicable laws

Profile :

- Minimum ACCA Level 1 or equivalent required
- A minimum experience of 3-5 years in the Accounting / Auditing / Cost Control fields
- Sound mastery of MS Office especially in Excel
- Willing to learn
- Reliable, dynamic, and well organized
- Meticulous and attention to details

Those interested are requested to send their application at latest the 30th of June 2023.
to the Human Resources department, Gentilly, Moka | Phone: 404 9000
Email: recruitment.avipro@eclosia.com

Only the best candidates will be invited to a job interview