

Job title: Junior Accountant	Report to: Head, Financial Control
Department: Finance Department	Job type: Full time, Permanent
Job grade: Junior	Reference:

Job Objectives:
 We are looking for an Accountant to provide support to the financial department by managing daily accounting tasks. The individual will work on several aspects of the department's operations such as management of financial transactions, payments processing and budgeting. The ideal candidate will be well-versed in accounting principles and able to work comfortably with numbers and attention to detail.

- Duties & responsibilities:**
- Post and process journal entries to ensure all business transactions are recorded
 - Update accounts payable and perform reconciliations
 - Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
 - Assist with reviewing of expenses, payroll records etc. as assigned
 - Update financial data in databases to ensure that information will be accurate and immediately available when needed
 - Prepare and submit weekly/monthly reports
 - Assist senior accountants in the preparation of monthly/yearly closings
 - Assist with other accounting projects

- Education**
- Minimum of a Bachelor's degree in Finance, Accounting or related field
 - Minimum of 2:1
 - 0-3+ years of accounting or other relevant experience
 - Part qualified or qualified chartered accountant (ICAN or ACCA)
 - Big four experience will be an added advantage

- Required skills:**
- Strong analytical and data gathering skills
 - excellent communication and organizational skills;
 - Good understanding of accounting and financial reporting principles and practices
 - self-confidence drive and tenacity;
 - Excellent knowledge of MS Office and familiarity with relevant computer software (e.g. Sun Systems)
 - the ability to work effectively in a team;
 - Ability to learn and adapt to change;
 - commitment to further study and qualifications;
 - Previous experience preferred but not required.

HOW TO APPLY

Send your CV to recruitment@sigmapensions.com

