

WE ARE RECRUITING

An 'Accounts Officer'

Responsibilities

- Process journal entries, subledger reconciliation & 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 for recharged services
- Submit MRA returns and attend to relevant queries
- Participate in the optimisation of treasury operations
- Assist in overseeing payables and stock management
- Monitor and present KPIs and make recommendations on corrective actions
- Assist on projects which will foster cost effectiveness and productivity

Profile

- Degree in Accounting / ACCA Level 2
- Minimum 2 years proven working experience
- Excellent knowledge of the three-way match process
- Ability to work autonomously as well as in a team
- Reliable & dynamic with a positive attitude
- Excellent written and oral communication skills both in English and French
- Proficient in the use of Microsoft Office mainly Excel

Interested candidates should forward their resume by latest Wednesday 20th December 2023 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