

# Junior Accounts Clerk

<b>Location:</b>	Cape Town, Athlone Industria 1
<b>Education level:</b>	Diploma
<b>Job level:</b>	Junior/Mid
<b>Type:</b>	Contract
<b>Reference:</b>	#Junior/Mid Accounts
<b>Company:</b>	Easipack (Pty) Ltd

## Before applying, please ensure:

- You reside in Cape Town.
- You possess the appropriate experience.

## Duties:

- Update the daily cashbook and post to general ledger and assist to prepare management accounts every two months.
- Assisting with creditor and debtor control tasks.
- General office administration duties (filing, answering telephone).
- Assist senior staff with ad-hoc duties.

## We are looking for the following non-negotiable skills:

- Accounting-related Diploma or B.Com in Accounting.
- Fluent in English.
- Excellent telephone communication skills.
- Good working knowledge of Microsoft Office – particularly Excel and Word.
- Multitasker.
- Attention to detail/analytical.
- Team player.
- Good time management.
- Open to feedback and critique.
- A pro-active learner who takes responsibility for own development.
- Flexible and adaptable.
- An individual who understands the importance of meeting the business' needs.
- Experience in Omni accounting software will be advantageous.
- Preference will be given to someone who has worked at CA firm preparing books to Trial Balance stage.
- Two to three years' experience as an accounts assistant.

**Please include your expected salary in your cover letter. Applicants living close to our premises situated in Athlone Industria 1 will be preferred. (i.e. From greater Athlone or Mitchells Plain area)**

Posted on 14 Mar 10:29, Closing date 13 May

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