



CAREER OPPORTUNITY: ACCOUNTING ASSISTANT (TEMPORARY)

JOB PURPOSE:

The incumbent will be responsible for providing effective and efficient support in the area of accounts receivable, and any other related areas in the Finance & Accounting Department.

ACCOUNTABILITIES:

- Processes invoices, collates data and purchase orders
- Provides accounting and clerical support to the Finance & Accounting Department
- Accurately, prepares and maintains accounting documents and records
- Prepares bank deposits, general ledger postings and statements
- Reconciles accounts in a timely manner
- Enters key data of financial transactions into software
- Researches, tracks and restores accounting or documentation problems and discrepancies
- Functions in accordance with established standards, procedures and applicable laws

MINIMUM QUALIFICATIONS/EXPERIENCE:

Level one (1) ACCA

If you meet the requirements, please submit your application to resume@trinioil.com no later than 5th July, 2019.