

Accounts and Procurement Assistant at Flexi-Personnel

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Flexi Personnel Ltd is a HR Company that was founded in . It is currently the fastest growing HR firm in Kenya offering a wide range of services including Headhunting and Executive selection, Outsourced Labor management, HR Outsourcing, Outsourced Payroll Management, HR consultancy, Psychometric Assessments and Expatriate Services and relocation support. What makes us a unique Recruitment and Outsourcing Agency in Kenya, and the whole of Africa, is our systematic approach and listening to our clients' recruitment and payroll needs. We've offered and will continue offering appropriate solutions to our clients. We only forward candidates within the client's specification. As a Recruitment firm, integrity and value are key elements of our Recruitment, Staff Outsourcing, Payroll Management, and HR Consultancy services. We deliver to our promise to our clients within a 3-day deadline. This is enhanced by our dedicated team of recruitment, screening, and management experts.

Responsibilities

Ensuring payment amounts and records are correct for processing.

Checking account documents with proper evidence and filing account documents appropriately based on our accounting rules.

Preparation of Monthly Bank reconciliation statements.

Preparing official documents necessary for monthly reconciliation statements.

Ordering supplies, tracking orders, and ensuring timely delivery.

Undertaking and supporting administrative assignment in general of JICA Kenya Office.

Any other duties assigned by the Management.

Qualification and Experience Required.

Bachelor's Degree in a related field or equivalent.

Holder of CPA or ACCA Certification.

At least Three years of experience in accounting.

Experience in procurement, preferable.

Be proficient in both English and Kiswahili (reading, writing, and speaking).

Be computer literate, especially, Microsoft Office (Word, Excel, etc.).

Good interpersonal and communication skills.

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Cross References and Citations:

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