

Accounts Assistant Intern 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.

Job Summary

We are looking for a self-driven accounting Intern with a basic understanding of financial principles and terms who is ready for an immersive, real-world experience. Under the supervision of our staff, the Accounting Intern can expect to participate in the preparation of journal entries, preparation of invoices, analyze actual financial data, learn more about bookkeeping software, and assist with other accounting activities. You should be a motivated team player who can maintain efficiency and accuracy when multitasking. To be a strong candidate for an Accounting Internship, you should possess an understanding of

accounting and financial principles and a positive attitude. You should be collaborative, trustworthy, receptive to feedback, and eager to learn.

Key Responsibilities:

Shadowing members of the accounting department as they perform their duties.

Assist in generating client invoices.

Assist in preparation of VAT, WHT schedules.

Assist in generating IFRIS invoices and ensure they match with sage invoices.

Handling sensitive or confidential information with honesty and integrity.

Taking on additional tasks or projects to learn more about accounting and office operations.

Assist in filing of customer invoice, ETR and monthly Z report and credit notes.

Assisting with audits, fact checks, and resolving discrepancies.

Process accounts payable transactions, including vendor payments, PO processing, supplier reconciliations.

Collaborate with internal teams, such as finance, operations, and management, to gather financial information and provide insights.

Requirements:

A bachelor's degree in finance/Accounting or business-related course with a minimum of second-class honors, upper division

Basic understanding of accounting principles and concepts.

Familiarity with financial statements, general ledger, and financial transactions.

Skills in using Ms. Office applications.

Skills in filing, data entry and maintaining accurate and complete financial records.

Attention to detail and accuracy in working with numerical data.

Organized and punctual.

Well-presented and professional.

Ability to communicate well in English and Kiswahili.

Strong work ethic and commitment to maintaining confidentiality.

Ability to handle sensitive financial information responsibly.

Self-motivated and proactive in seeking opportunities to contribute and learn.

Adaptability and flexibility to work in a dynamic and fast-paced environment.

Ability to work independently as well as collaboratively within a team.

Strong analytical and problem-solving skills.

Ability to prioritize tasks, meet deadlines, and manage time efficiently.

Eagerness to learn and stay updated with accounting practices, industry trends, and regulatory changes.

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