Personal Assistant at COSEKE

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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COSEKE is uniquely qualified to provide complete solutions as per all our clients' needs. We are a Pan African IT solutions specialist company since providing Information and Content Management Solutions to change how work gets done in organizations of all sizes.

JOB SUMMARY

The job is responsible for daily control of payments, receipts and computerized accounts input for the CEO

KEY RESPONSIBILITIES

Preparation of cheque and cash payment vouchers, taking them for authority to pay and issuing out cheques.

Acting as the first point of contact between managers and internal/external clients via phone calls and other methods of communication

Managing and organizing diaries, and scheduling appointments, meetings, and events

Support the CEO with all accounts duties.

Handling daily cash transactions and keeping petty cash float.

Maintenance of stores ledger

Maintenance of capital (asset) items inventory

Post transactions into ledgers

Responsible for the processing of payroll for the casual staff.

Assist in the preparation of financial reports

Handle payments of statutory and other payroll deductions

Undertake banking duties and collecting funds for the CEO

Support in the handling all Insurance matters as relates to the office.

Data entry for bank reconciliation statements in the accounting software.

Any other duties that may be assigned from time to time by the Finance Manager.

REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and abilities may be acquired through a combination of formal

schooling, self-education and prior experience or on-the-job-training).

Level of Education:

KCSE

Specialized Training/Professional Qualifications:

CPA (K)

Competencies/Abilities/Skills Required:

Working knowledge of computerized accounting packages

High level of integrity.

Good interpersonal skills.

Attention to detail.

Good planning and organization skills.

Effective communication both oral and written

Job experience

A minimum of 3 years' experience in a busy accounts office.

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