



Actuarix Consulting Limited is recruiting an Accounts Officer

Actuarix Consulting Limited is an equal opportunities employer. Actuarix recruitment and selection policy ensures the best possible skill mix of colleagues and the highest quality candidates are appointed using objective job-related criteria. We have an immediate vacancy for the following position.

Job Title: Accounts Officer

Department: Finance/Accounts

Reports to: Accountant / Finance Manager

Job Summary:

The Accounts Officer supports the finance department in daily accounting tasks, ensuring accurate financial records, assisting in reconciliations, and contributing to the overall efficiency of the finance function. He/She will be closely supervised, guided, and trained by the Senior Accountant and/or Finance Manager in order to develop his/her technical and professional skills.

Key Responsibilities:

- Assist with the entry of financial data into the accounting system
- Prepare and process invoices, receipts, and payment vouchers
- Perform bank and account reconciliations
- Support in month-end and year-end closing procedures
- Help maintain proper filing of accounting documents
- Assist in the preparation of reports and financial summaries
- Communicate with suppliers and clients on basic accounting matters
- Ensure compliance with internal accounting policies and procedures

Requirements:

- Diploma or Degree in Accounting/Finance or at least Level 1 of the Association of Chartered Certified Accountants (ACCA)
- Good understanding of basic accounting principles
- Knowledge of an accounting software will be an advantage
- Proficiency in Microsoft Excel and basic IT tools
- Strong attention to detail and organizational skills
- Ability to work well within a team and meet deadlines
- Willingness to learn and grow under the supervision and guidance of senior team members