



Accountant

Roles and Responsibilities

- Preparing and maintaining Payroll details for all employees.
- Preparation and lodgment of VAT,PAYE,SDL and Withholding tax accrual returns every month.
- Maintaining debtors and creditors
- Preparing monthly bank reconciliation statements.
- Posting Proper transactions in Tally.
- Maintaining filing system in order to keep records properly.
- Preparing NSSF and PPF contribution statements for all employees every month.
- Maintaining fixed asset register.
- Cash withdraw to the bank.
- Supplier Reconciliations
- Other Duties assigned.

Educational Qualifications

A Bachelors Degree in Accounting and Finance

Experience Requirements

- 2 to 3 years working experience
- Accounting experience from Hospitality background

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