

WE ARE HIRING !

# JOIN OUR TEAM

## Accounts Clerk

The United Basalt Products Limited is looking to recruit a motivated **Accounts Clerk** who will report to Accounts Supervisor.

### KEY RESPONSIBILITIES

- Process local suppliers' invoices and payments on the system
- Follow up payment to suppliers
- Prepare reconciliation of foreign/local suppliers' statement
- Verification and process of petty cash floats replenishment
- Ensure accurate input in cash book and proceed with bank reconciliation
- Prepare monthly schedules
- Assist in month-end analysis of expenses
- Assist on tax queries

### CANDIDATE PROFILE

- Higher School Certificate with Accounting
- ACCA – level 1
- At least 3 years of experience in a similar position
- Knowledge of accounting tools and techniques
- Knowledge of MS Excel and Word

### REMUNERATION AND BENEFITS



Attractive remuneration package



Continuous Development



Career Opportunities



24hrs Personal accident



Welfare activities



Company kindergarten

Candidates are requested to send their application on [hrvacancy@ubpgroup.com](mailto:hrvacancy@ubpgroup.com) quoting reference **HR/AC/UBP** before **15<sup>th</sup> April 2024**.

Management reserves the right to call only the best candidates for interview and not to make any appointment following this advertisement.