

ACCOUNTS INTERN

To gain practical experience in accounting field and support finance team with various tasks and learn about financial processes within the company.

Key Responsibility

- Prepare and post journal entries for various accounts and transactions.
- Utilize accounting software such as ERP-SAP to process sales orders, invoices, purchase orders, and bank transactions.
- Prepare bank reconciliations of all banks.
- Filling of all the documents (Invoices and vouchers)
- Assisting in financial reporting, tax compliance, and providing support for audits
- Perform regular reconciliation of accounts to ensure accuracy and integrity of financial data.
- Assist in month-end and year-end closing processes.
- Any other duties maybe assigned from time to time.

Key Qualification, Experience, Skills, and Competencies

- Bachelor's Degree in Bcom finance/Accounting
- No prior experience required
- Excellent communication and interpersonal skills
- Must demonstrate high integrity and ethical practice
- Proficiency in using spread sheets and other MS office applications
- Strong analytical skills with meticulous attention to details
- Effective written and verbal communication skills
- Ability to handle confidential information with discretion
- Excellent communication and interpersonal skills

Interested candidates are requested to send their resume and academic qualification letter to hc.ke@samakgro.com stating the subject heading **ACCOUNTS INTERN** by **31st January 2025**.

Monthly Stipend – 30k

Only shortlisted candidates will be contacted.