JOB DESCRIPTION

ACCOUNTS AND BUSINESS SUPPORT ASSISTANT

Kamro CAPITAL
Your Financial Growth Partner

ABOUT KAMRO

Kamro Capital Limited exists to become a digital bank providing relevant and sustainable financial solutions within frontier and emerging markets. We target Small and Growing Businesses (SGBs) which are usually unable to qualify for credit from mainstream providers due to;

- Lack of collateral to secure sufficient credit limits
- Lack of historical business and/ or credit data to support facility requests
- Complex and often lengthy credit processes

As such, we provide working capital solutions advancing cash to SGBs/ vendors against their invoices to credible buyers.

For More information, please visit our website: https://kamrocapital.com/

ABOUTTHE ROLE

We are looking to employ a self-driven and detail-oriented Accounts and Business Support Assistant to do our bookkeeping/accounts, reporting and office administration while handling customer service to ensure a seamless customer experience.

ABOUT THE PERSON

The role requires individuals with a fair understanding of daily accounting, reporting and the financial services regulatory framework. The suitable individual should also have office administration and customer-centric communication skills. It is also vital that the individual is open-minded with a positive attitude to learning, results oriented and a contributing team player.

RESPONSIBILITIES

ACCOUNTANT ROLE

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Initiate the preparation of balance sheets, income statements and other financial statements according to IFRS 9, company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records, etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed
- Prepare and submit weekly/monthly reports
- Prepare bank reconciliation statements
- Post all payments, receipts and invoices into QuickBooks or any other company accounting system.
- Prepare payment vouchers and check that in process vouchers are verified and authorized
- Post all sales and expense entries in QuickBooks on a daily/weekly/monthly basis supported by supporting documentation.

ADMINISTRATIVE ROLE

- Support the C- section (CEO, COO and CTO) as needed
- Scheduling and coordinating events and meetings
- Ensuring complete company and customer files/ KYC (Know Your Customer))
- Timely submission of bills/invoices/payment requests for approval within 5 days of receipt.
- Track petty cash spending and make monthly petty cash accountability and ensure all documents are properly signed
- Review and scan accountabilities and other financial documents (tax invoices, signed LPOs, receipts) and process for payment.
- Receive invoices and accountabilities from staff. Scan accountabilities with keen attention to accuracy in numbering and completeness.
- Ensure clean and conducive working environment for staff
- Ensure timely payments to service providers after thorough verification of payment invoices.
- Maintain office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies
- Carrying out any other duties that may be assigned from time to time

QUALIFICATION& SKILLS REQUIREMENTS:

- Minimum of a Diploma in accounting, business administration, finance or related field.
- Minimum of 2-years proven experience working as a business support officer, accounts assistant, accountant or similar role preferably in financial services sector.

  Experience working in the microfinance sector is desirable

  Experience using accounting systems especially Quickbooks is desirable

  Proficiency in all Microsoft Office applications.

  Ability to work under pressure and in a fast-paced environment

  Excellent analytical and problem-solving skills.

  Effective written and verbal communication skills.

  Strong business acumen.

  Detail-oriented

  Individuals not exceeding 5 years after acquiring their tertiary qualification or aged below 30 years

Applications from qualified female candidates are especially encouraged.
Send your CV and academic documents as one pdf document to info@kamrocapital.com not later than 21st Sept 2024