

Roles

and

Responsibilities

Implementation ERP Consultant

ROLE SUMMARY

Description

Helpdesk is an internal and externally impacted job position in a small business operation. It is a critical job position and a link/bridge between client and client services, employee and client, employee to management. The Candidate should be a degree holder in Human Resource Management or a related field. Female Candidates are encouraged to apply.

Responsibilities

- Accounting and Data Entry (All areas)
- Billing and Recurring Billing
- Client Care and Account Management
- Financial Reporting and Audits
- Operational Reporting and Incidents Management.
- Collections & Payables
- Tax Reporting and Compliance
- Administration and Banking
- Legal and Licensing
- Emailing and Communication

Requirements

- Your career is inclined to becoming a Software Based Senior Accountant, Finance Manager.
- Well organized in planning and execution.
- A Bachelor's Degree in Finance /Accounting Option
- CPA (K) or at least in CPA part 3 (section 5 or 6) **Fresh graduates who have finished**

their internship to be considered.

- Served in a similar for at least 2 years.
- Has relevant computer and/or accounting packages training.
- Resourcefulness and problem-solving aptitude
- Excellent communication skills.
- Experience in on-the-job Accounting Software Implementations and Training will be of added advantage.
- You are an Accounting graduate and understands all aspects of manual and automated book-keeping, tax reporting and financial reporting
- You should be between 22-28 years old.
- Willing to accept an amicable salary during the accreditation and job qualification period (3-6 months), scaled on performance and compliance to job description, and display ownership plus awareness of the job description.
- Communicate a generic monthly performance review reports.
- NOT studying or intending to study further
- Only those who are within Nairobi should apply