



Accounts assistant Job description

Hours: Monday – Saturday (five out of six days) 09.00 -17.30

Reports to:

Location: Wheelz HQ and occasional working from home

Salary range:

Role purpose: The Accounts assistant position will be responsible for the preparation and completion of financial statement for assigned groups within Wheelz GH. This position will assist with compliance efforts and file reviews. This position will also act as a subject matter expert for the groups regarding finance forecasting.

Why Wheelz GH

At Wheelz GH our employees (better known as ‘our partners’) are our first customer! So our priority is to make sure you have the right equipment, training and working conditions to exceed in your role. We offer a range of partner benefits such as performance related bonuses, paid leave, training, discounted Wheelz rentals, uniform and much more.

Main duties and responsibilities

Accounts Assistants are responsible for providing assistance to a company’s customers or clients. They will need to fulfil the following important duties to excel at their job:

- Complete the financial statements for multiple groups
- Involved with A/P & A/R functions; cash receipts & petty cash
- Prepare journal entries, monthly accruals, and adjusting entries
- Prepare financial results for distribution to Group Management
- Act as a subject matter expert on budget accounting and financial forecasting to all groups

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- Assist in completion of financial statement(s) process including multiple bank reconciliations
- Balance and document Car rentals Balance Sheet Schedules
- Identify and communicate risk areas from the completion of car rental file audits for multiple groups
- Assist in compliance efforts associated with car share paperwork which includes the printing of forms
- Identify/implement cost savings and efficiency procedures for the department
- Understand and implement general accounting policies
- Special projects as assigned

Additional Responsibilities

- Seek to improve job performance through self-assessment, skill development, training and goal setting.
- Maintain a regular and reliable level of attendance and punctuality.
- Perform miscellaneous job-related duties as assigned.

Skills, qualifications and experience

- Must have a Bachelor's Degree in Accounting or Finance
- One or more years of accounting and/or administrative experience preferred
- Intermediate level of proficiency of Microsoft Excel, Word, Access, Office products required
- Excellent interpersonal and active listening skills
- Clear communication skills and a strong command of the English language
- Strong attention to detail
- Ability to work well in a team
- Multitasking skills and good organisational abilities
- In-depth knowledge of customer relationship management (CRM) principles
- Ability to work calmly under high-stress situations

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