JUNIOR BOOKKEEPER

Job Brief

We are seeking a detail-oriented and organized individual to join our team as a

Junior Bookkeeper. The ideal candidate will assist with maintaining financial records,

processing payments, and conducting basic bookkeeping tasks. The ideal candidate

must have 2 to 3 years’ experience in this role.

Responsibilities:

1. Maintain accurate and up-to-date financial records up to trial balance

2. Process accounts payable and receivable transactions (cashbook)

3. Reconcile bank statements and control accounts

4. Provide support to senior accountant

5. Maintain confidentiality of financial information

6. Perform other administrative tasks as assigned