

VACANCY

JOB DESCRIPTION

Job Title: Trainee Accountant

Location: Lagos, Nigeria

Reports to: Assistant Manager

Minimum Education/Qualification – ICAN-ATS

Professional Experience – 2 Years

Job Detail:

Trainee Accountants are required to assist in and support the preparation and audit of accounts. They team up with Senior Audit Staff in order to collect raw data for the accounts. These accountants are responsible for the analysis of receipts and payments, details of creditors and debtors, bank reconciliations and control accounts, etc. They monitor and forecast the bank balances for the funds of a company, making sure liquidity is maintained for expenses and investments.

Skills

- Excellent written and spoken communication.
- High attention to details.
- Proactive and self motivated.
- Proficiency in Excel and Microsoft Word Applications.
- Ability to work within a team
- Good interpersonal relationships.
- Ability to work under pressure in an organised manner.

- Good knowledge of Arithmetic.
- Must be friendly and tactful.

Method of Application:

- 1) Attach
 - a) Scanned Hand Written Application Letter addressed to The Recruitment Manager, Desert Snow Associates Limited, 168 Awolowo Road, South West Ikoyi. Lagos.
 - b) CV in Ms Word indicating – Residential Address, Telephone Number and e mail.to an e mail and send to stjoseph@dsal-ng.com

OR

- 2) Attach your CV in MS Word including information stated above, to a Hand Written Application and drop off at:

The Recruitment Manager
Desert Snow Associates Limited
168, Awolowo Road.
South-West Ikoyi
Lagos.