

Job Specification: Junior Accountant

Team	Finance
Contract	Permanent
Remuneration	Attractive
Location	Addis Ababa
Grade	Junior
Reports to	Finance Head
Start date	ASAP
Number	1

About R&D Group

R&D is a purpose driven company that has been operating in Ethiopia since 2010. We are daughter company of the Dutch-based consultancy firm RBD consultancy; on a mission to construct next generation enterprises with unrivalled efficiencies by providing highly refined business solutions customized to each client. We are the perfect partner to link you with top-quality personnel that adds amazing value to your process while also enhancing the development of our team.

We are conglomerate corporation that assists firms in running more efficiently, implementing responsible business practices, and thriving in their competitive areas. We provide our clients with Data, analysis and strategies that enable them to outperform their competition, develop the next generation of talent, and make positive impact in their areas of operation.

Job Recruitment

- Bachelor's degree in accounting and finance
- 1-2 years' experience
- Full time
- In person

Job Description:

- R&D Group is currently seeking a Junior Accountant to join our team. The ideal candidate will be involved with preparing Monthly reports, prepare tax documents, Prepare cheques, payment letters and RTGS forms and bank reconciliations. Moreover, the candidate must have strong interpersonal skills and possess a strong accounting acumen. You will collaborate with internal teams, to maintain strong financial controls and drive the financial health and success of the organization. An Accountant reports directly to the Finance Manager.

Skills

- Strong communication skills both written and oral
- Understanding of accounting and financial process
- Excellent knowledge of computer applications like Excel, word, and power point
- Proficiency in accounting software, Peachtree

Duties and responsibilities

- Complying with all financial regulations
- Complying, analyzing, and reporting financial data
- Creating periodic reports
- Maintaining accurate financial records
- Computing taxes
- Keeping informed about current legislation relating to finance and accounting
- Prepare cheques, payment letters and RTGS forms.
- Prepare withholding tax voucher.

