



## SIMBAZ GROUP LIMITED

[www.simbazgroup.com](http://www.simbazgroup.com)

### Position/ Job Title: Accounts Assistant

**Job Type:** Full-Time/Part-Time

#### **Key Responsibilities:**

- Assist with day-to-day accounting tasks, including data entry and processing invoices.
- Maintain accurate financial records and update ledgers.
- Reconcile bank statements and assist in preparing financial reports.
- Assist with payroll processing and ensuring all payments are made on time.
- Support the preparation of VAT returns and other tax documentation.
- Handle general finance queries and provide support to the finance team.
- Assist in month-end and year-end closing processes.
- Liaise with suppliers and clients regarding account queries.

#### **Requirements:**

- Previous experience in an accounting assistant role or similar.
- A basic understanding of accounting principles and financial regulations.
- Proficiency in accounting software (e.g., Sage, QuickBooks, Xero) and Microsoft Office, particularly Excel.
- Strong attention to detail and organizational skills.
- Good communication skills and the ability to work as part of a team.
- Ability to meet deadlines and manage multiple tasks effectively.
- A qualification in accounting or finance (AAT or equivalent) is preferred but not essential.

**Benefits:**

- Competitive salary based on experience.
- Opportunities for professional development and career growth.
- Supportive and collaborative working environment.
- Flexible working hours (if applicable).