

<b>Job Title</b>	<b>Job Description</b>
<b>Consultant</b> (Accounts Assistant)	<ul style="list-style-type: none"><li>• Must have knowledge of Book keeping, Accounting &amp; Auditing Standards.</li><li>• Must Be Good in MS Office.</li><li>• Key responsibility of the accounts assistant to maintain the accounts, Prepare Cash book, and Keep all financial records.</li><li>• Provides financial information to management by researching and analysing accounting data and preparing reports.</li><li>• Documents financial transactions by entering account information.</li><li>• Any task Assigned by the Finance Manager.</li></ul>