



VACANCY (EXTERNAL) GRADUATE TRAINEE (2)

Applications are invited from suitable and qualifying candidates to fill the positions of Graduate Trainee that exists within the Financial Accounting Unit in the Finance Department.

JOB PRIMARY PURPOSE

To strengthen the financial accounting activities by ensuring accuracy of the accounts payables. Ensure integrity of financial information through the performance of nostro and suspense accounts reconciliations.

KEY JOB FUNCTIONS

- Provide an efficient accounts payable function.
- Prepare all supplier reconciliations monthly in comparison with the supplier statements and ensure there are no long outstanding invoices. Resolve any differences/supplier queries timeously.
- Prepare daily nostro and monthly General Ledger reconciliation and ensure completeness and accuracy of the General Ledger and also ensure long outstanding items are cleared timeously.
- Receive goods from vendors ensuring that goods supplied match with the purchase order and are of good quality.
- Capture delivery note/ invoice into the system within acceptable timelines thus creating a goods receipts entry.
- Capture approved journal entries into the SAP system.
- Participate in the performance of year-end closure and ensure integrity of financial information.
- Prepare sound filing processes.

QUALIFICATION AND EXPERIENCE

- Bachelor of Commerce majoring in Accounting/ Finance or any relevant qualification.

KNOWLEDGE AND SKILLS

- Good computer knowledge (Microsoft Word, Excel, and Power-point)
- Analytical, Communication and Presentation skills
- Time management

REMUNERATION

The Bank offers a competitive remuneration package commensurate with value add and qualifications.

DURATION OF PROGRAMME

24 Months

DEADLINE

Applications with detailed CV and Academic qualifications should be emailed electronically to the Human Resources Manager on or before the close of business on 27th March 2020 to recruitment@centralbank.org.sz

Applications should clearly indicate the post applied for in the 'subject' box. Please note that shortlisted candidates will be contacted. Should an incumbent not hear from the Bank within two weeks of the closing date of this communication, please consider application not successful.