

# **JOB VACANCY FOR ACCOUNTS ASSISTANT**

## **JOB DESCRIPTION**

Assist the Accounting Officer and is responsible for:

- General typing duties and screening of bills
- Preparation of Vouchers and Initiation Forms for payment
- Make photocopies of General Counterfoil Receipts and Treasury Counterfoil Receipts
- Stamp all invoices according to the dates of payment and make appropriate photocopies for each invoices
- Print out all typed Payment Vouchers and stamp according to the date on each PV
- Attach invoices to corresponding PV for signing
- Rearrange all signed PV's numerically, sort and distribute into four (4) batches
- Prepare letters for all Accounting returns, Remittances, Revenue and Expenditure returns
- Assist in Store keeping and management
- Maintain stock of Stationery and re-orders
- Monitor office supplies and prompts Accounting Officer on supplies needed
- Other duties as may be assigned by the Head of Chancery and the Accounting Officer

## **QUALIFICATION AND EXPERIENCE**

- Post-secondary Diploma in Accounting and Bookkeeping
- Minimum of 1-2 years post-qualification experience in Accounting and Bookkeeping

## **SKILLS AND COMPETENCIES**

- Computer literacy (Ms Excel and Ms Word)
- Good interpersonal and communication skills

## **OTHER**

- Diligence and Commitment to work
- Punctual to work

## **LANGUAGUE PROFICIENCY**

- Bilingual (Ability to speak and write English and Dutch languages)

## **AGE REQUIREMENT**

- 23 – 35 Years

**INTERESTED CANDIDATES MAY SEND THEIR APPLICATIONS, CURRICULUM VITAE AND COPIES OF ACADEMIC CERTIFICATES TO:**

**Head of Chancery  
Embassy of Ghana  
Laan Copes van Cattenburch 70  
2585 GD, The Hague  
The Netherlands**

**[info@ghanaembassy.nl](mailto:info@ghanaembassy.nl)**

**DEADLINE FOR SUBMISSION OF APPLICATION: 31<sup>ST</sup> DECEMBER, 2022**