FINANCE ASSISTANT VACANCY

TenSenses
A FAIR TRADING COMPANY

JOB DESCRIPTION

Finance Assistants provide administrative support to, undertaking clerical tasks such as typing, filing, making phone calls, handling mail and bookkeeping, he/she will help to maintain the office and keep it running smoothly. As well as dealing with customers and external agencies.

ROLES AND RESPONSIBILITIES

- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Perform routine calculations to produce analyses and reports as requested by the Finance Manager
- Help oversee and manage individual accounts
- Create, send, and follow up on invoices
- Review and adhere to budgets
- Collect and enter data for various financial spreadsheets
- Review and audit financial statements and reports, ensure all calculations and data entries are correct
- Reconcile any discrepancies or errors identified by conversing with employees and/or clients
- Report any troubling discoveries or suspicion of wrongdoing to the proper authorities
- Collect information for and prepare payroll payments for employees
- Assist the financial director in creating financial reports on a regular basis
- Adhere to the company's financial policies and procedures
- Answers question and provide assistance to stakeholders, customers, and clients as needed
- Attend finance department and company-wide meetings, sometimes assisting with financial reporting to managers and senior executives
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.

QUALIFICATIONS

- Associates or bachelor's degree in business, finance or accounting
- Excellent mathematical skills
- Understanding of data privacy standards; integrity; honesty; customer-service skills,
- Solid communication skills both written and verbal,
- Familiarity with business principles and practices,
- Superior attention to detail,
- Organizational skills, Planning skills, Problem-solving skills, Analytical skills, Critical-thinking skills,
- Computer skills, particularly with spread sheets and calculation software
- Experience in the food processing industry

HOW TO APPLY

Qualified persons with the required skills are invited to submit their applications (most updated CV and cover letter) to hr@tensenses.com with the subject line being Finance Assistant.