

ICARUS Sports

Admin & Accounting Assistant

What is required from our Admin & Accounting Assistant?

- Process & issue invoices
- Prepare deposits, process payments, create financial reports, assist with the budget planning, prepare and submit tax forms and maintain financial databases and spreadsheets
- Support accountants by performing some of the basic accounting duties.
- File paperwork, perform data entry, scan documents, receive and sort mail, answering phones and any other tasks that contribute to the function of the accounting department and the daily operations of the company
- Control payments, amounts and records
- Sort out incoming and outgoing daily post and answer any queries.
- Manage petty cash transactions.
- Control credit and chasing debt.
- Reconcile finance accounts and direct debits.

What are we looking for?

- Student in Business Administration department
- Excellent communication skills both verbally and in writing
- Proficient in English language
- Good mathematical skills
- Good knowledge of accounting and financial principles
- Proficient in computer software programs, such as Microsoft Office applications
- Experience with office equipment such as fax machines, copiers, and scanners
- Work equally well independently and in teams
- Excellent relationship-building skills
- Self-motivated
- Can-do attitude

Reports to: Chief Financial Controller

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