

Entry-Level Accountant/Bookkeeping Personnel.

Recruitment Company: Globalclique HR

Job Vacancy: Entry-Level Accountant/Bookkeeping Personnel

Location: Wuye, Abuja

Job Type: Full-Time

Work Hours: 8:00 AM – 5:00 PM

Salary: #80,000

Years of Working Experience: Entry Level

□

Job Description:

We are seeking a detail-oriented and organized Entry-Level Accountant/Bookkeeping Personnel to join our team in Wuye, Abuja. The ideal candidate will support the finance department in maintaining accurate financial records, ensuring compliance with company policies, and facilitating seamless financial operations.

Requirements:

Strong numerical skills and attention to detail.

Proficiency in Microsoft Office Suite, especially Excel.

Familiarity with basic accounting software is an added advantage.

Good organizational and time-management skills.

Ability to work independently and as part of a team.

Strong written and verbal communication skills.

Job Responsibilities:

Record and maintain financial transactions in an organized manner.

Prepare invoices, receipts, and payment vouchers.

Perform bank reconciliations and monitor cash flow.
Assist in the preparation of financial reports and statements.
Maintain and update accounting records and files.
Process payroll and handle employee expense claims.
Support in budgeting and financial planning activities.
Ensure compliance with financial regulations and company policies.
Provide general administrative support to the finance team.

Job Qualifications:

Minimum of NCE or OND in Accounting, Finance, Business Administration or a related field.

Previous experience in a similar role (internship or entry-level) is a plus but not required.

How to Apply:

Interested and qualified candidates should submit their CVs and a cover letter to hr@globalclique.net with the subject line: Application for Accountant/Bookkeeping Position Wuye Abuja.

Take the first step toward building your accounting career by joining a dynamic team committed to excellence.