



We are looking for an enthusiastic and vibrant young Individual to join our team of professionals for the below vacancy. Applicants with below duties and educational qualifications will be considered.

ACCOUNTS ASSISTANT (FEMALE – below 28)

DUTIES:

- Ensuring payments, amounts and records are correct.
- Working with spreadsheets, sales and purchase ledgers and journals.
- Recording and filing cash transactions.
- Invoice processing and filing.
- Bank reconciliation.
- Liaising with third party providers, clients and suppliers.

EDUCATION

- Should have passed G.C.E Advance Level in Commerce Stream
- AAT full/part qualified or similar qualification from a recognized institution
- Knowledge on accounting Package like Quick Book would be an added qualification.
- Knowledge in Microsoft Office Package (Excel/Word)

Forward your application by mail to vacancies@australianmigrationcentre.com within 14 days of this advertisement

AUSTRALIAN MIGRATION CENTRE

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