



Nairobi's best co-working space is looking for an Accounts Assistant

We are searching for an amazing Accounts Assistant, who can join our growing team... Could you be the one?

Day-to-day

Data entry in quickbooks

Receipting payments and raising ETR receipts

Preparing statutory deductions

Filing of accounts and admin documents

Assisting in administration roles

You need to be/possess

Very intelligent

Self-motivated and a high-achiever

Numerical skills and Analytical ability

Attention to detail

Confidentiality and Integrity

Communication and customer service skills

The ability to work as part of a team

Qualifications

CPA Part 2, as a minimum

Previous experience using quickbooks online is an added advantage

Please send your CV and a short email introducing yourself and highlighting your qualifying attributes to: team@nairobigarage.com

Deadline to apply: Sept 20th