

Join the AFI team and Let's grow together

Accounts Executive

Job Summary:

We are seeking a detail-oriented and proactive Accounts Executive to manage financial transactions, maintain accurate records, and ensure compliance with accounting standards. The ideal candidate will have strong analytical skills, proficiency in accounting software, and a keen eye for financial details.

Key Responsibilities

- Manage day-to-day financial transactions, including accounts payable and receivable.
- Prepare and process invoices, payments, and expense reports.
- Reconcile bank statements and financial records to ensure accuracy.
- Assist in financial reporting, budgeting, and forecasting.
- Ensure timely tax filings, compliance with financial regulations, and audits.
- Maintain and update general ledger accounts.
- Support month-end and year-end financial close processes.
- Collaborate with internal teams to optimize financial operations.
- Assist in payroll processing and employee reimbursements.
- Handle any other finance-related tasks assigned by management.

Qualifications & Skills:

- Bachelor's degree in Accounting, Finance, or a related field.
- Professional certifications (e.g., ACCA, CIMA, CPA) are a plus.
- Proven experience in an accounting or finance role.
- Strong knowledge of accounting principles and financial reporting.
- Proficiency in accounting software (e.g., QuickBooks, Xero, SAP).
- Advanced MS Excel skills (Pivot Tables, VLOOKUP, etc.).
- Strong analytical and problem-solving skills.
- Attention to detail and high level of accuracy.
- Excellent communication and organizational skills.
- Ability to work independently and meet deadlines.

We offer a competitive salary and great benefits.