

we're hiring!

We are currently looking to recruit highly motivated and result-oriented candidates for the following position.

Trainee Account Assistant

RESPONSIBILITIES

- Assist in maintaining accurate books of accounts.
- Support preparation of invoices, vouchers, receipts, and basic financial records.
- Handle bank-related work and official documentation.
- Assist with secretarial and administrative accounting tasks.
- Visit client locations when required.
- Support senior accountants with daily accounting operations.
- Use accounting software such as QuickBooks for data entry and reporting.

REQUIREMENTS

- Minimum 1 year of experience in accounting or a related role.
- Currently following AAT, CMA, or a similar professional qualification.
- Basic knowledge of accounting principles.
- Experience with QuickBooks will be an added advantage.
- Proficiency in MS Office applications.
- Valid driving license with willingness to travel to banks and client locations.
- Good communication skills and attention to detail.

If you are the right person to fulfill the above requirements, send your CV to us with the contact details of two non-related referees to the following email address within 7 days of this advertisement.

careers@transcoholdings.net