



Africa HR Solutions Ltd is hiring an Accounts Officer

Africa HR Solutions Ltd covers the complete spectrum of HR outsourcing services with the most comprehensive coverage across Africa that includes employer of record services, payroll outsourcing, independent contractor solutions, end-to-end immigration and work permit support, cross border payments, procuring employee benefits (including insurance and pension schemes), together with a range of ancillary services such as arranging in-country office leases, IT equipment and motor vehicle leases. Our thought leadership in African HR services is predicated on having provided our clients with our core employment outsourcing solutions for over 12 years, including full-fledged payroll services and assisting with project services and operational support required in-country.

Backed and majority-owned by the ADvTECH Group, which is listed on the Johannesburg Stock Exchange, our proven track record and in-country knowledge positions us today as a reliable, high-calibre service provider. Our comprehensive HR solutions enable our multinational clientele, including listed multinationals, international development organisations, reputable NGOs and social aid funders, to appropriately deliver international aid and private investment across the African continent.

Situated at Socota Business Park, Phoenix.

Duties are as follows:

- Ensure invoices are being processed on a timely basis in compliance with the SLA agreed with the payroll team.
- Ensure postings are coded in accordance with the relevant budget codes for Gross, Net salaries, statutory payments and disbursements.
- All cash receipts to be allocated based on remittance advices received from the Clients.
- Assist in the processing of medical insurance requests from the client and ensuring that the renewal is closely monitored.
- Conduct the weekly accounts receivables follow-up with the Clients to reduce the overdue balances.
- Ensure all invoices have been properly saved on the folders according to the agreed naming conventions.

- Purchasing office supplies and equipment by following the approval framework.
- Preparing purchase orders for each office supplies and equipment and submit for approval.
- Liaise with the providers for IT Support.
- Assist in the onboarding of new staff.
- Provide support for internal and external audits.
- Any other ad-hoc duties

We are currently looking for degree holders in:

- Bsc (Hons) Accounting (Minor:Management)
- Bsc (Hons) Accounting (Minor Finance)
- Bsc (Hons) Accounting (Minor: Taxation)
- Bsc (Hons) Finance

Duration: Full time

Experience: (Optional)

Remuneration:(Remunerated

Working Days/ Time: From Monday to Thursday- 8:30 to 5:30pm| Friday 8:30 to 4:00pm

Send your CV/ Motivation Letter on: vnarrainen@africa-hr.com

By:10th June 2024

Learn more on their company: [Africa Employer of Record](#) | [Africa EOR](#) | [Payroll](#) | [Africa HR](#)