

Monday, September 1, 2011

We are a fast growing organisation with specialization in Pension Fund Administration. Due to our rapid expansion, we are seeking smart, intelligent and dedicated individuals to join our team

ROLE: ACCOUNT OFFICER
To perform account functions like Records Keeping, Reconciliation and Data analysis.
REQUIREMENTS
<ul style="list-style-type: none">• B. Sc/HND in Accounting.• ACA, ACCA and other relevant professional qualification is of added advantage.• Minimum of 0 - 5 years in any Accounts Department of an organisation, preferably a financial Institution• Proficient in MS Office packages (specifically Excel),Power-point presentations• Good communication and writing skills• Excellent problem solving skills• Excellent Analytical and Report writing skills
COMPETENCY PROFILE
<ul style="list-style-type: none">• Detail oriented• Results Oriented• Planning and Organising• Team Spirit

If you meet the above specification, please send an updated CV to the advertiser's email at Hr-recruitment@leadway-pensure.com within two weeks of this publication.

Note that only candidates who meet these requirements will be shortlisted.