



# VACANCY ANNOUNCEMENT

SLACB, a high-paced, high-energy, reputable and English-speaking institution, is in search of a competent and result-oriented **Finance Officer**, who shall ensure the smooth running of the institution, in all matters that relate to book-keeping and office management.

## Key Responsibilities

- Maintain general, budgetary and analytical accounts using QUICKBOOKS
  - Ensure payment of invoices
  - Produce periodic and annual financial statements
  - Establish monthly bank reconciliation statements
  - Maintain Fixed Asset Register **Qualification and Experience**
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- Have at least four years of professional experience in the field of Accounting and/or Finance Management.
  - Sound knowledge and practical experience with the accounting software Quick Books.
  - Highly Proficient in MS office packages- (Excel, Word, Powerpoint)
  - Sound verbal and written English communication skills
  - A Bachelor's Degree in any of the Social Sciences and/ or a Professional Accounting Accreditation.

To apply for this position, please send via email to [HR@slacb.org](mailto:HR@slacb.org) the following pieces of information;

- 1) An application letter to include salary expectation.
- 2) A curriculum vitae
- 3) Two letters of recommendation.
- 4) One essay at least two pages long, on the following scenario;

Abigail was hired at XYZ Co. Ltd as a book-keeper. She was excited about the post as she had been without a job for about two years. On her first day of work, she was introduced to other employees at the company including her direct supervisor. She settled down quickly and learnt quite fast. Her boss was really pleased with her. One day, she was asked by her boss to write a cheque for Le 4,000 instead of Le 400 and for them to share the difference of NLE 3,600 between themselves. What should she do?

ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED. CLOSING DATE: 6<sup>th</sup> April 2026