

Accounts Officer – Real Estate

Job description

The Accounts Officer will be performing basic to intermediate accounting tasks at the Accounts Department of the Real Estate Cluster and report to the Financial Controller – Real Estate Cluster. Processing invoices, managing accounts receivable and accounts payable, filing of statutory reports on MNS (VAT, TDS), preparation of working schedules to support management accounts will be the main responsibilities of the Accounts Officer. The candidate will have to adhere to business processes and accounting policies. Ensuring compliance with the statutory laws and financial regulations is also very important for this position.

Qualification & Education

- ACCA Level 1 or equivalent

Skills

- Good analytical skills
- Good communication skills both verbal and written
- Strong decision-making skills
- Fully computer literate with strong knowledge of Microsoft Excel

Experience

- At least 2-3 years of proven working experience in the similar role
- Knowledge of local statutory laws and financial regulations.
- Knowledge of Tax would be an advantage (VAT, TDS)
- Prior experience in Real Estate/Construction would be a definite advantage.

Expectations to this position

- Proactivity
- Ability to work with a high level of accuracy
- Flexibility
- Ability to work in a corporate environment
- Ability to work under pressure
- Result-oriented
- Ability to meet tight deadlines