

DNK & ASSOCIATES (PTY) LTD

DNK & Associates, a local multi-disciplinary Engineering Consulting firm has the following vacancies

Accountant

We are looking for an Accountant to perform daily accounting tasks to support our Business Administrator and Managing Director and produce accounting reports as might be required by the company.

Candidates must possess a Degree in Accounting and Finance and should have worked for a minimum of one year as an Accountant , Knowledge of Ms Excel and accounting software (e.g. Pastel), Ability to handle sensitive & Confidential information.

Accounts Assistant

Candidates must possess a Certificate in Accounting or AAT, and should have worked for a minimum of four years as an Accounts Assistant, managing expense reports and reimbursements, knowledge of basic bookkeeping procedures, hands on experience with Ms Excel and accounting software (e.g. Pastel) will be an added advantage

Applications for the above position together with Curriculum Vitae, copies of qualification certificates and references are to be sent to:

The Business Administrator
DNK & ASSOCIATES (PTY) LTD
P.O. Box 1599, Gaborone

Or Email: neo@dnkandassociates.com

Closing Date: 9th December 2020