

Junior Accountant

Skylane Holdings is seeking an experienced and highly motivated Junior Accountant to support our financial operations. The successful candidate will play a key role in managing and improving our financial processes, ensuring compliance with accounting standards, and providing strategic financial guidance to support the company's growth.

Key Responsibilities:

- Prepare and issue invoices to customers in a timely manner
- Reconcile supplier bills with system and assist with supplier payments
- Support the accounts receivable collection process
- Assist the finance team with administrative and accounting-related tasks
- Perform other related duties as assigned by Department Head

Qualifications:

- Diploma in Accounting, Finance, or a related field.
- Experience in accounting will be added advantage.
- Basic Knowledge in Microsoft Excel and accounting software will be added advantage.
- Good communication and teamwork abilities

Why Join Us:

- Competitive salary and benefits package
- Opportunity to work in a dynamic and growing company
- Collaborative and supportive work environment
- Professional development and growth opportunities

How to Apply:

Please submit your resume and a cover letter detailing your relevant experience and why you're a great fit for this role to accounts@skylaneholding.com. We look forward to hearing from you