

Accounts Assistant

NASAMA RESORT



Industry:

Hotels, Restaurant & Tourism

Location:

Pango Road, Port Vila, Efate, Vanuatu

Job Hours:

Part Time

Due Date

As soon as possible

Job Description:

- Good command of spoken and written English
- Competent with MYOB, XERO, Excel and Microsoft Office
- Prepare and file monthly VAT and VNPf Returns
- Keep business records up to date for VAT and VNPf audits: sales and expenses summaries, receipts, invoices, cheque stubs, deposit books, VAT return worksheets
- Reconcile monthly bank statements
- Keep track of Payables & Receivables
- Process fortnightly payroll / calculate timesheets
- Prepare Profit & Loss Statements
- Be flexible with work hours
- Be willing to perform Reception and other admin duties

Salary:

According to experience and qualifications.

Language:

English

Contact Person:

Frances Vogelsberger

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