



Apply Before: 06 April 2023

Nasama Resort strives to provide our guests with a truly exceptional holiday experience. It offers 43 spacious and beautifully-appointed self-contained apartments, a stunning oceanfront location and exceptional amenities.

SENIOR ACCOUNTS OFFICER

Overview:

Assist our Accountant in ensuring the smooth running of our Accounts Department.

Job Description:

- Good command of spoken and written English.
- Must have at least 2 years' of accounting experience at a senior level.
- Competent with XERO software, Microsoft Excel, Word, Outlook.
- Experienced in Accounts Payable & Accounts Receivables.
- Experienced in preparing and lodging Payroll, VAT & VNPF Returns.
- Experienced in preparing and reconciling Petty Cash and banking
- Able to perform assigned tasks quickly and accurately within set deadlines.
- Be willing to perform admin duties in other departments if required.
- As we are in hospitality, we prefer someone who is able to work weekends if required.

Salary:

According to experience and qualifications.

How to Apply:

Deliver CV to Nasama Resort

or

email CV to: frances@nasamaresort.com