

## Job Description

### Assistant Accountant:

- POST Cash Payment Vouchers on Financial System
- POST Bank Payment Vouchers (BPV)
- Complete Bank Payment Voucher Filling toggging on file
- Complete Cash Payment Voucher filling toggging on file
- Daily Basis Cheque Copies scanning and record keeping
- Assist Accountant for all projects Trial Balance adjustments (Budget & Allocation).
- Any other task given by Accountant on daily basis.