



Assistant Accountant

Vacancy Advertisement

Business Unit	Finance
Cadre	Management
Job Grade	
Reporting Line	Head of Finance
Span of Control	The position has no direct line reporting responsibilities

About Parapet Limited

Parapet Limited is the market leader in Commercial Cleaning, Facilities Management, and allied services across Eastern Africa. We pride ourselves on delivering modern, professional, environmentally friendly, and efficient solutions to commercial, industrial, and domestic clients who value excellence.

Role Overview

We are seeking a highly organized and detail-oriented **Assistant Accountant** to support our finance operations. The ideal candidate will have at least **3 years of generalist accounting experience**, hold a **Bachelor of Commerce (BCom)** degree, and demonstrate a proactive approach to financial accuracy and compliance.

Key Responsibilities

- Maintain and update company ledgers and daily financial transactions
- Prepare and process invoices, payment vouchers, and purchase orders
- Reconcile bank statements and resolve discrepancies
- Assist in payroll processing and statutory deductions
- Support budget preparation and financial reporting
- Monitor accounts receivable/payable and follow up on outstanding balances
- Ensure compliance with internal controls and accounting standards
- Liaise with external auditors and support audit processes
- Maintain organized financial records and documentation

Qualifications & Skills

- Bachelor's degree in Commerce (Accounting or Finance option)
- Minimum 3 years of accounting experience in a similar role
- Proficiency in accounting software (e.g., QuickBooks, Sage) and MS Excel
- Strong analytical and problem-solving skills



Assistant Accountant

Vacancy Advertisement

- Excellent organizational and time management abilities
 - High level of integrity and attention to detail
 - Ability to work independently and collaboratively in a fast-paced environment
-

What We Offer

- A dynamic and supportive work environment
 - Opportunities for professional growth within a market-leading company
 - Commitment to sustainability and innovation in service delivery
-

Candidates whose experience and background match the specs above are encouraged to apply, attaching their CV and cover letter addressed to the **Human Resource Manager** at hr@theparapetgroup.com
Closing date for this position is 30th July 2025. Only shortlisted candidates will be contacted.