



JUNIOR ACCOUNTS PAYABLE OFFICER

We are seeking suitable and experienced individual to work as a **Junior Accounts Payable Officer** to support our accounts payables team in documentation, filing and petty cash reconciliation. The ideal candidate should be self-motivated, energetic and have the passion and drive to work in a retail environment. The candidate should demonstrate honesty, resourcefulness and attention to detail including the ability to work as a team.

KEY EXPERTISE/REQUIREMENTS

- Tertiary education preferably diploma in accounting from a recognized tertiary institution.
- Basic accounting knowledge with 1 – 2 years proven accounts payable work experience in a retail environment or similar.
- Have good knowledge and experience of using Pronto system and or accounting software/programs.
- Demonstrate the ability to compile and maintain a consistent accounts payable documentations, system and procedures.
- Demonstrate the ability to do filing and conduct petty cash reconciliation.
- Good written and communication skills.
- Good computer literacy with MS Office applications.
- Must be fully vaccinated and able to show proof of vaccination.

If you feel you meet the requirements, please send your application including a covering letter, CV, a face photo and relevant supporting documents to:

**HUMAN RESOURCES MANAGER
TININGA LIMITED
P. O. BOX 587
MOUNT HAGEN
WESTERN HIGHLANDS PROVINCE**

OR EMAIL TO: jobs@tininga.com.pg

**ONLY SHORT- LISTED APPLICANTS WILL BE INVITED FOR INTERVIEWS
APPLICATIONS CLOSE ON SATURDAY 15TH JANUARY 2022**