

## Internal Firm Services Finance | Accounts Clerk

### What impact will you make?

Deloitte internal Finance Department is instrumental in supporting the development of the firm and provides qualitative management information to a wide range of internal stakeholders.

### The Team

The Finance team supports our business, market and enabling area leaders by providing world class financial support. It is made up of advisors who partner with leaders to drive meaningful strategic and financial outcomes.

The team works with business leaders to translate strategy into actionable plans, leverage in-depth analysis to provide the story behind the numbers and respond to business changes with agility.

### Work you'll do

- Posting Journal entries/processing invoices/claims, recording transactions, and maintaining vendor accounts
- Preparation of cheques/bank transfers/remittance advices and applicable document sets for review and approval
- Reconciling vendors' accounts
- Managing petty cash transactions
- Performing administrative tasks
- Extracting basic financial data for analysis purpose
- Liaising with different business lines for collecting and compiling financial information
- Supporting supervisory and executive staff by performing any assigned accounting and clerical tasks

### Qualifications

- Higher School Certificate with Accounts and Maths at Advanced Level
- Is proficient with MS suite. Experience with SAP software would be an advantage.
- Is detailed oriented with good organisation and time management skills
- Demonstrates good communication and adaptation skills
- Has a pro-active work approach; rigor, ability to work independently with a flexible and open mindset
- Can work under pressure to meet tight deadlines