

Job Title: Operations and Accounts Officer

Company: Noohra Business Corporation

Location: Koforidua

Salary: GH¢1,000

Application Deadline: 27th June 2024

Contact: Send CV to WhatsApp: 0543919232

Job Description

Noohra Business Corporation, a dynamic startup involved in online professional training, accounting, business consulting, and microfinance, is seeking a versatile and motivated Operations and Accounts Officer. The ideal candidate will perform a variety of tasks across different functions within the company.

Key Responsibilities

Microfinance:

1. Customer Acquisition:

- Develop and implement strategies to attract new clients.
- Conduct outreach and promotional activities to raise awareness about the company's microfinance services.

2. Client Registration:

- Assist clients with the registration process.
- Ensure all required documentation is accurately completed and filed.

3. Loan Assessment:

- Evaluate loan applications based on established criteria.
- Conduct background checks and financial assessments to determine client eligibility.

4. Loan Disbursement:

- Manage the process of loan disbursement.
- Ensure timely and accurate disbursement of funds to clients.

5. Loan Collection and Recovery:

- Monitor loan repayments and follow up with clients on overdue payments.
- Implement strategies to recover overdue loans while maintaining positive client relationships.

6. Banking of Takings:

- Deposit collected funds into the company's bank accounts.
- Maintain accurate records of all banking transactions.

Accounting and Consulting:

1. Stock-Taking:

- Conduct regular stock counts and reconcile with inventory records of clients.
- Investigate and resolve any discrepancies.

2. Auditing:

- Assist in auditing clients' financial records as directed.
- Prepare audit reports and recommendations for improvements.

3. Data Entry:

- Enter financial data into accounting software accurately and timely.
- Maintain up-to-date records of all financial transactions.

4. Filing Returns:

- Prepare and file tax returns and other statutory filings.
- Ensure compliance with all regulatory requirements.

Online Education:

1. Manuals and Presentations:

- Prepare training manuals and presentation materials.
- Assist in the development and updating of course content.

2. Website Updates:

- Update and maintain the company's website with current information.
- Ensure regular updates of plugins.

3. Assisting Lecturers:

- Provide support to lecturers in preparing course materials.
- Assist with administrative tasks related to online courses.

Other Duties:

- Perform any other tasks as assigned by the CEO.
- Contribute to the overall efficiency and effectiveness of the company.

Qualifications and Skills

- **Education:** Degree or HND in any field.
- **Experience:** Background in accounting and IT is an added advantage.
- **Skills:**
 - Proficient in Microsoft Office Suite.
 - Strong organizational and multitasking abilities.
 - Excellent communication and interpersonal skills.
 - Ability to work independently and as part of a team.
 - High level of accuracy and attention to detail.

How to Apply

Interested candidates should send their CV via WhatsApp to 0543919232 by 27th June 2024.