



## JOB DESCRIPTION

**Job Title:** Admin and Accounts Assistant

**Project Duration:** 1 Year

**Reporting To:** Finance Manager

### About the organisation

Nest Lamka is a community-owned initiative driven by the dedication to empower communities through efforts in knowledge production, health, and community development. By fostering a safe space for partnership and collaboration, it aims to create opportunities for community participation and ownership in efforts toward development that is sustainable and locally viable. Visit [www.nestlamka.org](http://www.nestlamka.org) to learn more, get involved, and join us in building a stronger, more resilient future.

### Job Description:

We are looking for a detail-oriented and organized **Admin and Accounts Assistant** to join our team. The ideal candidate will be responsible for handling administrative tasks, maintaining accurate financial records, and ensuring smooth day-to-day office operations.

### Key Responsibilities:

1. **Administrative Support:**
  - Manage filing systems and maintain organized documentation.
  - Handle incoming and outgoing correspondence, emails, and phone calls.
  - Assist in preparing reports, presentations, and meeting minutes.
2. **Accounts Maintenance:**
  - Maintain daily accounts, including data entry of financial transactions.
  - Assist in preparing invoices, receipts, and expense records.
  - Reconcile accounts and ensure accuracy in financial records.
3. **Office Management:**
  - Ensure office supplies are stocked and equipment is maintained.
  - Coordinate with vendors, suppliers, and service providers as needed.
  - Support the team in administrative and operational tasks.

### Qualifications and Skills:

- **Educational Background:** Bachelor's degree in Commerce, Business Administration, or a related field.
- **Experience:** Minimum of 1-2 years in administrative and accounts-related roles.
- **Skills:**
  - ✓ Proficiency in Microsoft Office Suite (Word, Excel, and Outlook).
  - ✓ Basic knowledge of accounting software such as Tally, or similar.
  - ✓ Strong organizational and multitasking abilities.
  - ✓ Attention to detail and accuracy in data handling.
  - ✓ Good verbal and written communication skills.



**Work Location:** Based at the Nest Lamka office with occasional travel as required.

**Remuneration:** Competitive and based on experience and qualifications.

**How to Apply:**

Interested candidates are requested to send their resume and a cover letter detailing their relevant experience to [nestlamka@gmail.com](mailto:nestlamka@gmail.com).

Applications will be reviewed on a rolling basis. Shortlisted candidates will be contacted for interview.

*Join our team to contribute to efficient office operations and financial accuracy!*