



## **JOB VACANCY- PAYROLL AND FINANCE OFFICER**

OML Africa is a leading HR firm in Africa, and an exciting opportunity with this dynamic business awaits the right candidate. This is a busy but friendly environment that will suit an organized person with a great eye for detail and lots of team spirit.

### **Person Specification & Requirement;**

- Minimum of a first degree in accounting, finance management or Business administration
- Must have completed national service
- Minimum of 2/3 years' experience in finance and payroll management
- Knowledge of standard concepts, practices and procedures of Payroll processing;
- Ability to produce accurate work with attention to detail;
- Ability to prioritize workload to meet processing deadlines;
- Strong organizational skills;
- Ability to work independently;
- Knowledgeable in the use of Microsoft Office Software including Excel;
- Ability to use payroll software to process payroll
- Experience in using payroll software (desirable)
- Ability to maintain confidentiality;
- Ability to work in a team environment and participate as an active team member.
- High-level proficiency in payroll and finance systems/software
- Strong understanding of Ghana Tax, Pensions and Social Security Laws
- Ability to manage workload and meet tight deadlines
- Excellent communication (both written and verbal) and customer service skills
- Mathematical aptitude for computation
- Strong analytical skills
- Reliable, honest, hardworking, loyal with a desire to fully support the business to grow its customer base

Interested candidates can send their CV's to [recruitment@omlafrica.com](mailto:recruitment@omlafrica.com) and insert in the subject line:" **Application for Payroll & Finance Position**". Job description can be download on the careers page on the website.