



AgStar PLC is a leading supplier of agri-inputs and a wide range of Fertilizers, Seed and Planting materials, Crop care products, and Agri Technologies to the local market with more than two decades of trust. Business growth and expansion have created career opportunity for the following position.

## Accounts Assistant - Payments

### Key Responsibilities

- Process and record invoices, purchase orders, and GRNs.
- Match invoices with supporting documents and enter data accurately.
- Prepare payment vouchers, cheques, and deposit slips.
- Maintain proper filing, scanning, and documentation of payments.
- Coordinate cheque signing, issue cheques, and handle payment inquiries.
- Assist with audit requirements and payment-related documentation.
- Coordinate with suppliers and internal departments regarding payment matters.
- Ensure compliance with company accounting procedures and controls.
- Support month-end closing activities as required.

### Key Requirements

- Passed G.C.E. Advanced Level (A/L).
- Credit pass in Mathematics and English at G.C.E. O/L.
- Basic knowledge of accounting and payment procedures.
- Proficiency in MS Office Package (Word, Excel, Email).
- Good organizational and communication skills.
- Ability to handle confidential documents responsibly.
- Prior experience in a similar role will be an added advantage.
- Preference will be given to male candidates residing in or near Ja-Ela.

**Are you ready to accept our challenge?**

An attractive remuneration package, along with fringe benefits and career development prospects, awaits the chosen candidate. Interested candidates, please send your CV with two non-related referees to [Praveenapp@agstaragri.com](mailto:Praveenapp@agstaragri.com) within 14 days of this advertisement.