

# **JOB VACANCY**

At: Consulate General of the Federal Republic of Nigeria  
Frankfurt am Main.

Type: Account Clerk

## **JOB DESCRIPTION**

The responsibilities of the Account Clerk include:

- Posting bank entries;
- Processing VAT refunds
- Cash book and bank reconciliations; and
- Accurately Checking expenses claims.

## **QUALIFICATIONS**

- High School Diploma or Equivalent;
- Very good English and German Language;
- Minimum of two years of work experience;
- Knowledgeable in Microsoft Office to include Word, Excel and Outlook.

## **Send your application to**

Consulate General of Nigeria  
Job Application  
Kennedyallee 123,  
60596, Frankfurt am Main