

## STAGE 1 SELECTION: VIDEO INTERVIEW

Dear Applicant,

You are now required to complete the first stage video interview for the position of **ACCOUNTANT**. Please note that this video interview will be used to shortlist you for final interview with our client.

In this stage, you will be required to upload a video answering **the interview questions** below

### **Kindly follow the steps below:**

1. View interview questions and given answers while recording yourself on a youtube video.
2. Answer questions using examples and scenarios for your previous work experience to support your response.
3. Create video and post video link when you submit resume on this website and in you cover letter when you click the apply button.

### **Steps to Create the Video**

1. Visit [www.youtube.com](http://www.youtube.com) to create a youtube account
2. Click on the video record icon
3. Select Record, NOT go live
4. Record video of yourself while answering interview questions
5. Give it a title
6. Description: for the purpose of interview
7. Privacy: leave as default unlisted
8. Click on the blue arrow to upload
9. Wait to upload
10. Click on share
11. Get the link
12. Send the link

The video should be done in a quiet environment and should be less than 5 minutes. Your creativity and concision will be a plus.

## YOUR INTERVIEW QUESTIONS

What is your understanding of how to provide accounting and clerical support to the accounting department?

Mention the type of accounting documents and records you can create

Explain in detail the process involved in reconciling accounts

What tools do you use to handle bank deposits/ general ledger postings and statements

What tools do you use to handle daily key data of financial transactions in database?

Explain your most challenging encounters with colleagues at work?

Explain scenarios where you have been given the responsibility to research, track and restore accounting or documentation problems and discrepancies?

Explain the accounting ratios and how they help companies make financial decisions?

What bodies regulate standards of financial reporting?

Where do you get information to update your knowledge at work?

Why did you leave your last place of work?

How much were you earning?

Why should you be taken for this role?

**DO NOT TRY TO UPLOAD ON OUR SITE, ONLY POST VIDEO LINK. DON'T FORGET CLICK APPLY AND POST YOUR VIDEO IN RESUME SECTION AND WITHIN APPLICATION COVER LETTER**

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We wish you all the best