



APPOINTMENT LETTER FOR THE POSITION OF A BOOK-KEEPER

NAME: _____

(First name)

(Last name)

(Middle name / Initials)

POSITION: _____

INTERVIEW CODE: _____

Please ensure you provide the following documents for your registration with Asseco Group.

1. Passport or Driver's License (A full shot of your passport and if Driver's license is selected, include front and back images of it). Ensure images are in color.

2. Proof of Address (e.g. rent, receipt or utility bill)

These documents will be required for the purpose of identification.

We welcome you to Asseco Group and are pleased to confirm your appointment for the position of a Book-Keeper based on your level of experience and how well you answered the interview questions. We decided to hire you as one of our remote workers and we do hope you will put in your best to take the company to greater heights. Any changes in the term position will be implemented with written notice to you in accordance with the company's management. You will be imparted training on the job and periodically when the training programs will be organized. The Company lays high importance when training its employees and spends considerable resources on it. Full commitment from you is expected during the training period. You have been attached to an interview manager who would endorse you to indicate you are through with training.

Training is necessary to enable you to get tasks done with the help of the software programs pre-installed on your Mac book by our software manufacturers. You will get tasks daily via email to have completed and sent back to your interview manager for review. He/she would be the one you would turn to if you have difficulties finishing a task. This position with benefits has a target of providing full work capability but it is contingent upon available workload, acceptable performance evaluations and business necessity. The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or likely to damage the Company's reputation.

You will be entitled to Casual/Sick Leaves: National/Festival holidays as stipulated by law/company policy, in a calendar year. The same may be changed from time to time in accordance with changes in law and/or company policy. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

Please print the form out, fill your name and signature below then have it scanned and sent back to your interview manager and interview unit. Congratulations!

I _____ accept the position of _____ at Asseco Group

Notice: You are to have this emailed to your hiring manager for endorsement.

JOB DETAILS AND RESPONSIBILITIES

This is a job that allows you take your office anywhere you want and allows for financial freedom. The working hours are flexible; you could choose to work from anywhere of your choice. The pay is \$35/hour and \$20/hour during training. You would be paid weekly or biweekly via your registered bank account. Your pay would be calculated via the Time Linx (Time Billing software) that would be included in the programs provided by our software manufacturers. Your working hours are logged and automatically calculated on our company private server.

Your interview manager will endorse your training clearance. Your training clearance will be given to you at the end of your training. This indicates you are done with your training and enable you to receive full employee compensation \$35/hr. You will be required to register your working schedule on our database and server with your supervisor once your interview manager clears you to proceed with your training.

Responsibilities:

1. Maintain an accurate record of financial transactions
2. Update and maintain the general ledger
3. Reconciliation of entries into accounting system
4. Recording of debits and credits
5. Maintain the trial balance, by a reconciliation of general ledgers
6. Account reconciliation to assert the accuracy of transactions
7. Use knowledge of local laws to comply with reporting requirements
8. Monitor any variances from the projected budget

Other duties as assigned

Make sure you get online to your interview manager 9 am (Central Standard Time) daily for the period of your home office setup with the company for any vital updates, task(s) (Pre-training) or information from the head department.

Benefits: Health, Dental, Life and AD&D Insurance, Employee Wellness and 401k plans. Paid Time Off and Holidays with Generous Company Discounts

I _____ have reviewed the above duties to be performed and I believe I can handle them effectively.

Employee: _____

Hiring Manager: _____

Signature

Signature

Date: _____

Date: _____

CONFIDENTIAL

