



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** Officer Accounts/ Accountant
A2 Department/Programme: Finance
A3 Section/Project: Accounts
A4 Reports to (position): Senior Accountant
A5 Supervises (Name of Positions): None

B JOB DESCRIPTION

B1 Overall purpose of the job.

Accountant responsibilities include reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures. A successful Accountant combines excellent analytical skills with a thorough knowledge of accounting principles to analyse financial reports and forecasts. The ideal candidate has also experience collaborating and/or managing a team of [Junior Accountants](#).

Key Responsibilities

- Preparing Accounts payable, accounts receivable and general accounting.
- Reconciliation of customers, vendors and bank accounts under online SAP environment with 150 users on SAP
- Prepare daily, weekly and monthly sales report and provide efficient services to customers and business associates.
- Maintaining export documents and reconciliations.
- Compliance of statutory requirements for VAT, Excise Duty, PAYE, Income Tax and NSSF
- Preparation of cash-flow statements, annual budget and Management Information Reports.
- Liaise with Internal and statutory auditors, Supervision and control of the day-to-day function of the Accounts Section
- Performing any other related duties assigned & delegated by Senior Accountant / Management.

Requirements and skills

- Proven experience as accountant
- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Awareness of business trends
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages, like FreshBooks and QuickBooks
- Advanced MS Excel skills including Vlookups and pivot tables
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills

Knowledge, qualifications & Experience



JOB DESCRIPTION

C1.1 Education:

- BS degree, BBA, Bcom in Accounting & Finance or any other related field. He / she must also be fully registered with CPA