



JOB DESCRIPTION

A IDENTIFICATION INFORMATION

- A1 Job title:** Officer Accounts
- 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 analyze financial reports and forecasts. The ideal candidate has also experience collaborating and/or managing a team of [Junior Accountants](#).

Key Responsibilities

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

Requirements and skills

- Proven experience as accountant



JOB DESCRIPTION

- 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

C Knowledge, qualifications & Experience

C1.1 Education:

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