

## 1. ACCOUNTANT

Reports to the Finance and Administration Manager

### ***Responsibilities***

- Assist the Finance and Administration Manager in preparing annual budget.
- Ensure timely and accurate payment of expenses after receiving proper approvals.
- Prepare, segregate and maintain accounting evidence to support each and every transaction, capture, verify and record transaction data for each donor in a separate and distinguishable ledger account.
- Verify that expenses and receipts are allocated to their right accounts and cost Centres as per chart of accounting in the financial manual.
- Maintain up-to-date registry of expenses and revenues in accordance with the methodology in force.
- Control execution of the annual budget and donor's budget while ensuring that funds to cover expenditures are properly allocated and used as intended and economically.
- Maintain control of the bank accounts debits and credits, and perform regular bank account reconciliations, taking appropriate action to the correct discrepancies between the Organization and the bank records.
- Ensure timely payment of the salaries to the Organization employees.
- Comply with accounting and fiscal rules instituted in the country and cause them to be complied with, and comply with best practices adopted by national and international institutions.
- Prepare and file accurate disbursement applications in compliance with the donor's disbursement procedures and processes.
- Maintain control of the period of contract validity and advise Organization directors of the contract approach dates of expiry.
- Assist the FAU Manager in ordering external audits of the accounts Organization and assist auditors.
- Assist the FAU Manager in conducting internal audits, ensuring that finance and accounting procedures and internal control systems are kept updated and serve the purpose of the Organization management and internal regulations.
- Carry out procurement processes in accordance with Organization's needs and procurement policies
- Prepare accounting evidence to support each and every transaction, capture and verify transaction data.
- Verify that expenses and receipts are allocated to their right accounts and cost Centeres as per chart of accounting in the financial manual.

- Reconcile Organization's books of the accounts and other financial records of the Centre in accordance with the requirements of various funding agencies and International Accounting Standards.
- Receiving periodic accounting information and the reports from departments and consolidating them into accounting reports for the Centre.
- Prepare monthly, quarterly and annual accounting reports and submit them to management in line with the International Accounting Standards and the Centre's report writing policy.
- Preparing schedules of sundry debtors, as well as creditors, and reconciling them with respective control accounts.
- Report on the financial status of the projects
- Administer and ascertain correctness of the Centre's payroll in accordance with Organization's policy and procedures
- Submit monthly reports to the Finance Manager of assigned, delegated, and designated duties.

#### ***Desired Skills and Abilities***

- Knowledge of accounting information processing packages.
- Good interpersonal skills, written and oral communication skills, including the ability to communicate effectively within all levels in the organization.
- High Level of integrity.
- Ability to work independently requiring minimum supervision.
- Good interpersonal skills and possession of a teamwork orientation and ability to interact harmoniously and effectively with colleagues from diverse disciplines perspectives.
- Level IV in English, ability (fluent) is required (speaking, reading, and writing).

#### ***Education and Experience***

- University first degree in accounting, finance, or business administration, and/or Membership or pursuing courses in an internationally recognized professional accounting body (Membership in an internationally recognized professional accounting body (Certified Accountant (CA), Certified Public Accountant (CPA), Association of Chartered Certified Accountant (ACCA), Chartered Institute of Management Accountants( CIMA), Expert Computable etc.)
- At least three years of experience in the similar position type, high level of responsibility, scope, and difficulty in responsible public or private accounting practice.

Competent in the Microsoft Office standard software (Word, Excel, Access and Power Point) and knowledge of an Accounting system