

JOB DESCRIPTION

Job Title	Accountant	Job Reference No.	
Department	Finance	Created / Revised	August 2022
Reports to	Assistant Manager- Finance	Staff Supervised	Direct 1 – Indirect 4

Type of position: Full-time Part-time Contractor Intern

ACCOUNTABILITIES

- Manage the petty cash system and replenishment.
- Monitor the daily cash flow of the company.
- Control all banking and operating systems, ensuring that all bank balances are updated accordingly.
- Ensure the efficient management of the company's bank accounts.
- Supervise bank reconciliations.
- Supervise cashier and the management of receipts.
- Review payments and disbursements; supervision of payable staff.
- Complete variance reports on actual against planned monthly: manage the budget unit of the accounting software.
- Assign Balance Sheet and Income Statement Reporting.
- Assist in the preparation of the Annual Planning/Budgets.
- Assist with the coordination of the year end audit.
- Liaise with actuaries for year end and rate renewal queries during the annual renewal process.
- Review and approve Ledger/Schedules/ Reconciliation reports.
- Authorize appropriate journal entries.
- Assist with the management in special projects.
- Complete performance development reviews.

- Maintain positive relationships with external bodies e.g.: regulators, actuaries, auditors etc.
- Maintain compliance with CCIS, regulatory policies, practices and procedures, accounting standards etc.
- Any other duties as assigned.

SKILLS REQUIREMENTS

- Computer Literacy (e.g., Microsoft Office Suite)
- Sound leadership competence.
- Strong analytical skills.
- Strong problem resolution skills
- Ability to meet tight deadlines.
- Strong spreadsheet application skills.
- Strong Inter-personal and communication skills.
- Corporate maturity.

EXPERIENCE REQUIREMENTS

- Minimum of five (5) years Accounting Experience.
- Two (2) years at Supervisory Level.
- Accounting Software experience.

EDUCATION, KNOWLEDGE, AND CERTIFICATION REQUIREMENTS

- Certified Accountant (e.g. ACCA, CPA etc.), Professional Accounting degree or equivalent qualification.