

JOB DESCRIPTION

Job Title	Accounting Assistant	Job Reference No.	
Department	Finance & Corporate Governance	Created / Revised	Jan. 2024
Reports to	Accountant	Staff Supervised	0

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

JOB SUMMARY

The accounting assistant will play a pivotal role in supporting the accounting team by ensuring the accuracy and integrity of financial transactions by collating payment vouchers, preparing control sheets, and posting journals.

ACCOUNTABILITIES

- Collate payment vouchers and prepare control sheets.
- Post journals prepared by the Accounting Assistant daily.
- Assist in preparing daily lodgments to the bank.
- Prepare monthly bank reconciliation statements and generate journal entries for unreconciled items.
- Book approved journal entries for unreconciled bank transactions to the General Ledger (GL).
- Prepare the Premium Receivables Schedule.
- Generate management expense reports and department reports for various departments as requested.
- Prepare the Premium Income Monthly Report.
- Send disbursement notification emails to payees daily.
- Maintain a digital filing system by organizing disbursement records and related posted journals in one document.
- Perform any other duties as assigned by management.

Key Performance Indicators (KPIs) and Timelines:

- Department Expense Reports: Due on the 5th working day of the following month.
- Management Expense Report: Due on the 5th of the following month.
- Variance Analysis for Premium: Due on the 2nd working day of the month.
- Prepayments Report: Due on the 6th working day after the month.
- Digital Filing System Update: Due in the following month.
- Bank Reconciliation Statement: Due on the 15th of the month.
- Premium Receivables Schedule: Due on the 15th of the month.

SKILLS REQUIREMENTS

- Strong analytical skills
- Strong time management skills
- Strong Interpersonal and communication skills
- Proficiency in MS Office applications i.e. Word, Excel

EXPERIENCE REQUIREMENTS

- Minimum of 1-2 years in an Accounting environment

EDUCATION, KNOWLEDGE, AND CERTIFICATION REQUIREMENTS

- Level 1 ACCA, or equivalent qualification
- Computer Literacy (e.g. Microsoft Excel, Office etc.)