



Proposed Title:	Junior Accountant
Functional Area:	Finance
Brief Description of the position:	To control daily/monthly cash expenses, bank transfers, financial queries and manage the switch board operator and local creditors clerk and assist with month end /year end auditors.
Key Performance Areas:	<ul style="list-style-type: none"> • Oversee Cashbook Payments and allocations • Calculating, reconciling, filing and eventual payment of VAT to receiver of Revenue • Ensuring that sundry payments as well as third party payments are correctly allocated • Overseer Overseas and Local Creditors and debtors • Monitor Creditor reconciliations • Ensure overseas and local creditors payments are correctly allocated • Ensure that customer payments are correctly allocated • General • Perform any task allocated by the Finance Manager • Fully reconciled general ledger • Payroll uploads on KMP <ul style="list-style-type: none"> ○ Making sure that payroll files are reconciled and uploaded on the ledger • Preparation and submission of month end reports <ul style="list-style-type: none"> ○ Submission of SEM-BCS before due date ○ Submission of management letter before the due date • Creating and updating Asset register and reconciling asset register to the ledger • Plans, prepares and consolidates balance sheet and P&L statements and reports, according to relevant accounting standard (IFRS, GAAP, local standard, etc.). • Prepares reports for unit or corporate management, including cash forecast, adherence to budgets, etc. • Analyses and evaluates assets and liabilities. • Completes projects concerning improvements of general financial processes. • Cooperates with vendors, clients in reconciling the account status, on an accountable level. • Keeps abreast with changes of internal guidelines and external accounting standards and trains Accounting Operations staff respectively. • Preparing, posting and understanding of journal entries and their impact
Skills Required:	<ul style="list-style-type: none"> ▪ B Comm. Degree or Diploma with 4 to 5 years related experience or qualified by experience ▪ Computer Literacy- MS Office ▪ Communication Skills