



Accounts Assistant

Purpose of the job:

To assist in maintaining proper accounting records as well as in financial, Accounting and Management reporting.

Duties and Responsibilities

Disbursements and Expenditure Control

- Receive payment documents from the Assistant Finance Officer and check them for completeness before.
- Prepare payment vouchers
- Process payments after they have been authorised
- Maintain a register of all processed and despatched payments
- Accurately code all the authorised payment vouchers in readiness for capturing in sun systems
- Keep a register of all cancelled and void payments
- Preparing, capturing ,analysing, reconciling, filling of the disbursements records.

Budget and Budgetary Control

- Assist the Assistant Finance Officer in the consolidation of the overall SPGRC Annual Budget.
- Assist the Assistant Finance Officer in the compilation of the analysis reports of the commitments against the SPGRC Annual approved budget.
- Assist the Assistant Finance Officer in the preparation of the monthly and Annual Expenditure variance Reports.
- Capturing journal entries for virements, Re – allocations and adjustments.

Treasury

- Assist the Assistant Finance Officer in the preparation of Budget Funds Remittances from Head Office
- Prepare Bank Reconciliations in compliance with the SADC Financial Rules and Regulations
- Prepare weekly Cash Flow reports for the SPGRC Management use
- Prepare accurate monthly and annual reconciliations of SPGRC Staff Gratuity Fund and Staff Loan Fund Accounts

- Assist the Assistant Finance Officer in the preparation of the Donor / ICP income and expenditure reports

Financial Accounting and Reporting

- Assist the Assistant Finance Officer in the preparation and maintenance of a complete and accurate Sun Systems accounting detailed General Ledger
- Assist the Finance Officer in the preparation of the monthly and annual aged analysis reports of Receivables and Payables
- Prepare and capture all accounting Journal entries in Sun Systems
- Accurate and complete filing of accounting documents
- Carry out routine detailed General Ledger reconciliations and cleanup
- Prepare monthly and annual Control Account reconciliations and schedules
- Capture the Fixed Assets Additions; subsequent reconciliations and adjustment Journal entries upon receipt of relevant records from Administration
- Generate from the accounting system, the monthly and annual SPGRC Trial Balance report for use in Financial Reporting closing balances checklist and verifications
- Assist the Assistant Finance Officer in the compiling and preparation of the Annual Statutory Financial Statements
- Assist the Assistant Finance Officer in the preparation of the monthly and annual accounting supporting schedules
- Assist the Assistant Finance Officer in attending to queries from Internal and External Auditors and the subsequent implementation of the Audit recommendations

Position Requirements

- Require intermediate writing, editing and verbal communication skills
- Interact and communicate with other staff

Qualifications

At least a Diploma in Accounting or related field a Recognised institution

Professional Certification

Zambia Institute of Certified Accountants – (ZICA) Certification

Specialised knowledge:

Knowledge of IAS, IFRS and IPSAS

Proficient in the use of computers and computer software relevant to the position

Experience

Minimum of 3 -5 years of work experience in a similar position

Skills Requirements

- Communication skills
- Interpersonal skills
- Organising and office management skills
- Record-keeping skills
- Telephone etiquette

Competencies

- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Compliance with rules, regulations, processes and procedures
- Conceptual and practical thinking
- Customer focused
- Demonstrate ability to work independently and without much close supervision
- Flexible and adaptable to change
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Professionalism and adherence to good work ethics (integrity, dependability, punctuality, etc.)
- Willingness to learn and improve on a continual basis
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player