



**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE: SENIOR ACCOUNTANT**

**JOB SUMMARY:**

To oversee the preparation of Financial Statements and Budgeting. Incumbent plays an active role in the financial management of the Agency and analyzing its financial performance.

**REPORTS TO:** Manager Corporate Services Unit

**SUPERVISION GIVEN TO:** Assistant Accountant, Support Staff

**DUTIES AND RESPONSIBILITIES:**

- Manage general accounting functions
- Work with a team maintaining Accounting systems and procedures
- Manage revenue accounting and in particular Accounts Receivables with respect to client accounts
- Supervise the preparation of timely financial and management reports
- Prepare budgets and assist in the implementation of an approved budget
- Verify Monthly Reports prepared by junior staff

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Knowledge of generally accepted accounting principles
- Knowledge of record keeping and filing systems
- Knowledge of accounting and book keeping terminology and practices
- Knowledge of record keeping and filing systems

**SKILLS AND ABILITIES:**

- Excellent communication skills both verbal and written.
- Proficient computer skills
- Ability to supervise staff
- Ability to organise and coordinate the work of the sub unit
- Good communications skills both verbal and written

**MINIMUM EXPERIENCE AND TRAINING:**

- University Degree in Accounting or Level 2 of the ACCA Professional Accounting Qualification.
- At least five (5) years progressive financial experience.
- Above average analytical and reasoning skills.