

JOB DESCRIPTION

Unit : Housing and Village Improvement Programme (HIVP) Sub-Unit
Position : Junior Accountant



<u>JOB DESCRIPTION</u> TEMPORARY POSITION	
JOB TITLE: JUNIOR ACCOUNTANT	
JOB SUMMARY: The Land Settlement Agency is responsible for keeping an account of all its financial transactions in a manner that follows proper accounting practices. The Junior Accountant is responsible for assisting with the preparation of Financial Statements, Budgeting, Accounts Payable, and Bank Reconciliation.	
REPORTS TO:	<ul style="list-style-type: none">▪ Reports directly to the Financial Accountant.
SUPERVISION GIVEN TO:	<ul style="list-style-type: none">▪ Accounts Clerk.
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">▪ Assist the Accountant in general accounting functions.▪ Prepares timely financial and management reports.▪ Implement an approved budget.▪ Research and analyze accounting data.▪ Preparation of Journal Vouchers.▪ Verification of Monthly Expenditure Reports prepared by Junior Staff.▪ Prepares Monthly Financial Reports.▪ Assist with the preparation of the HIVP payments.▪ Conducting any other related functions.	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none">▪ Knowledge of accounting and bookkeeping terminology and practices▪ Knowledge of record keeping and filing systems▪ Knowledge of accounting software
SKILLS AND ABILITIES:	<ul style="list-style-type: none">▪ Ability to supervise staff▪ Good communication skills both verbal and written▪ Proficient computer skills

MINIMUM EXPERIENCE AND TRAINING:

- Certified Accounting Technician (CAT) in accounting or Level 1 of the ACCA Professional Accounting Qualification
- Excellent computer skills including knowledge of computerized financial information systems
- At least three (3) years progressive financial experience
- Above average analytical and reasoning skills
- Knowledge of generally accepted accounting principles.
- Any equivalent combination of education and experience may be considered.

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