

## POST OF ACCOUNTANT

<b>Job Title</b>	:	Accountant
<b>Salary Scale</b>	:	<b>Rs 40800 x 1200 – 42000 x 1500 – 51000 x 2000 – 69000 x 2500 – 84000 x 3000 – 90000</b>
<b>Reporting to</b>	:	Corporate Manager/Chief Executive Officer
<b>Job Objective</b>	:	Responsible for all financial issues of the Company as well as for the efficient planning and control of the COIREC's financial resources.
<b>Academic Qualifications and Experience Requirements</b>	:	<ul style="list-style-type: none"> <li>• Fully qualified as an Accountant and member of the ACCA, CIMA or Institute of Chartered Accountant or hold an equivalent qualification acceptable to the Board.</li> <li>• Registered with the MIPA.</li> <li>• At least five years' post qualification experience in finance duties/financial management.</li> </ul>
<b>Knowledge, Aptitude and Competencies</b>	:	<ul style="list-style-type: none"> <li>• Exceptional planning, organising and leadership skills.</li> <li>• Highly motivated, proactive and dynamic person.</li> <li>• Organised and committed in meeting tight deadlines.</li> <li>• Proficient in IT Office tools and possess good statistical and data interpretation skills.</li> </ul>
<b>Main Duties</b>		<ol style="list-style-type: none"> <li>1. To advise the Chief Executive Officer on all financial issues pertaining to the COIREC.</li> <li>2. To manage the Finance Section and be responsible for all financial activities of the COIREC.</li> <li>3. To be responsible for the preparation of the Company's budget, financial statements, annual reports and other financial documents and reports required by the Management and/or COIREC's Board, in line with statutory requirements.</li> <li>4. To be responsible for the setting up of adequate financial systems, including relevant software and procedures and control mechanisms within the Company and to ensure compliance with standing financial policies and regulations.</li> <li>5. To assist Management in developing financial business plans and establishing funding plans.</li> </ol>

	<ol style="list-style-type: none"><li data-bbox="626 233 1471 373">6. To maintain up-to-date financial planning and information systems in the Company and analyse, advise management on financial trends to prevent waste of resources and promote accountability and good governance.</li><li data-bbox="626 415 1471 556">7. To be responsible for the verification of all payments to be effected by the Company and ensuring that same is in accordance with contractual obligations and financial details of invoice or payment requests.</li><li data-bbox="626 598 1471 667">8. To liaise with Auditors to ensure annual monitoring is carried out.</li><li data-bbox="626 709 1471 814">9. To be responsible for the timely preparation of staff payrolls and payment of salary and for stock and inventory management of the COIREC.</li><li data-bbox="626 856 1284 884">10. To supervise, train and guide subordinate staff.</li><li data-bbox="626 926 1471 1073">11. To service committees and meetings of the Company, wherever appropriate and to represent the Company in meetings and other dealings with Government and other Company stakeholders in financial matters.</li><li data-bbox="626 1115 1471 1184">12. To remit statutory contributions to relevant authorities and follow-up on matters arising thereto.</li><li data-bbox="626 1226 1471 1367">13. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed to the latter.</li></ol>
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