

POST OF ACCOUNTING ASSISTANT

Job Title	:	Accounting Assistant
Salary Scale	:	Rs 28900x900–30700x1000–32700x1100–36000x1200–42000x1500–51000x2000-57000
Reporting to	:	Accountant
Job Objective	:	Provides assistance to the Accountant in the discharge of his duties.
Academic Qualifications and Experience Requirements	:	<ul style="list-style-type: none">• Degree in Accounting or Finance or an equivalent qualification acceptable to the Board.• At least three years post qualification experience in finance/accounting duties.
Knowledge, Aptitude and Competencies	:	<ul style="list-style-type: none">• Good knowledge of accounting software and bookkeeping.• Good organizational and analytical skills.• Detail-oriented.• Ability to work under pressure.• Excellent time management skills.
Main Duties	:	<ol style="list-style-type: none">1. To assist the Accountant in the financial and accounting business of the Company.2. To assist in the preparation of the Annual Estimates and the Annual Final Accounts (Balance Sheets, Income and Expenditure Statements) of the COIREC in line with statutory requirements.3. To ensure that finance and accounting regulations are correctly applied and complied with.4. To prepare, monitor and control annual budget.5. To post and balance all entries in Books of Accounts and draw up monthly trial balances.6. To keep proper, complete and up-to-date records of all financial transactions.7. To assist the Accountant in establishing, managing and monitoring financial reporting system.8. To verify and supervise the Bank Reconciliation Statement and other statements.

	<ol style="list-style-type: none">9. To assist the Accountant in managing the accounting system.10. To ensure that the monthly payroll submitted is accurate.11. To participate in management audit exercises and financial investigations.12. To inspect and investigate simple financial statements, records and documents and to report there on.13. To submit draft reports and memoranda for inclusion in the final management audit reports.14. To use ICT in the performance of his duties. <p>To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to the latter.</p>
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