

ZCCM-IH PLC

JOB DESCRIPTION

3.9.1 IDENTIFICATION SECTION

JOB TITLE : Accounts Assistant - Payables
JOB GRADE : ZH6
DEPARTMENT : Finance

3.9.2 JOB PURPOSE

To provide clerical services to the Directorate through processing and monitoring suppliers and consultants payments.

3.9.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Invoice Capturing	<ul style="list-style-type: none">- Receive and verify all supplier invoices and prepare them in batches for data entry.- Enter invoices into the accounting system, run backup reports on a daily basis.- Performs weekly payment run.- Records all payments in the logbook.- Send vendor payment advice.- Maintains accurate and complete general ledgers.- Maintains vendor files and monthly financial reports.- Checks that payments are supported by appropriate documents.
Record keeping	<ul style="list-style-type: none">- maintain an appropriate audit trail of payments and expenditures- Maintain historical records and filing documents as per company policy ;
Reconciliation	Verify and investigate discrepancies, if any, by reconciling vendor accounts against vendor statements on a monthly basis. Maintains accounting ledgers by verifying and posting account transactions.

Age Analysis	Maintain an updated accounts payables aged analysis and reconcile to the General Ledger on a monthly basis.
Accruals	Accrue for goods/services received but not invoiced at each reporting date timely. Maintain a schedule of accruals on a monthly basis
Compliance	Carry out day to day activities by complying with the ZCCM-IH finance policies, accounting standards, applicable laws and regulations. Submits VAT returns in accordance with the statutory tax guidelines and maintains appropriate VAT records.
Other responsibilities	Perform any other duties as assigned by supervisors

3.9.4 REPORTING RELATIONSHIPS

- a) **Reports to:**
Assistant Accountant
- b) **Other Jobs Reporting to (4a) above:**
Accounts Assistant Payroll
Accounts Assistant Receivables
Accounts Assistant Bank Reconciliations
Cashier
- c) **Number and level of immediate subordinates:**
Nil

3.9.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) **Professional Qualification:**
Grade 12 certificate with Five (5) "O" Levels
Diploma in Accountancy
- b) **Minimum Relevant Pre-Job Experience:**
2 years' experience in a similar position
- c) **Skill Specifications:**
- Numerical and computer skills
- Strong time management skills
- Communication and interpersonal skills
- Detail oriented skills

d) Other Attributes (Personality Traits)

- Integrity
 - Conscientious
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