



JOB TITLE : **Assistant Accountant**
JOB GRADE : **KRL04**
DEPARTMENT: **Finance and Administration**

JOB PURPOSE

The Assistant Accountant will provide support to the Accountant and wider finance team by helping to prepare and maintain accurate financial records, processing of invoices and payments, assisting in the preparation and submission of statutory returns for ZRA, NAPSA and other applicable regulators.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Posting transactions in the System	<ul style="list-style-type: none">• Posting of transactions and payments in the accounting system to the respective ledger accounts.
Reconciliation	<ul style="list-style-type: none">• Obtain supplier statements and reconcile supplier accounts before any payment can be raised• Obtain customer statements and reconcile the accounts to ensure no revenue is lost
Cash Management	<ul style="list-style-type: none">• Maintain complete and accurate filing system to support safe retention of all Company financial records• Raising of payments and petty cash vouchers for processing after inspecting and verifying support documents such as invoices, delivery notes and receipts.• Monitoring and timely reconciliation of imprest advanced to employees• Maintain an accurate and up-to-date cashbook on a daily basis• Maintain an accurate and up-to-date petty cash float system

Reporting and Communication	<ul style="list-style-type: none"> • Assist in month end closing and with other projects as needed. • Assist in the reconciliation of all balance sheet accounts on a monthly basis • Assist in the preparation of the monthly management accounts.
Filing	<ul style="list-style-type: none"> • Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
Compliance	<ul style="list-style-type: none"> • Assist in the monthly preparation and submission of statutory returns for ZRA, NAPSA and other regulators

REPORTING RELATIONSHIPS

- a) **Reports to:**
 - Accountant
- b) **Other Jobs Reporting to (a) above**

Other jobs Reporting to the Accountant

 - None
- c) **Number and level of immediate subordinates:**

None

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) **Professional Qualifications :**
 - Grade 12 Certificate with 5 O Levels
 - ACCA level 2 or ZICA Licentiate or CIMA level 2 or its equivalent
 - Member of ZICA
- c) **Minimum Relevant Pre-Job Experience:**
 - Minimum 3 years’ experience in a similar position

c) Skill Specifications:

- Analytical and problem-solving skills
- Office management and organizational skills
- Computer skills
- Report writing skills
- Team Player

d) Other Attributes (Personality Traits)

- Attention to detail.
- Confidentiality
- Methodological

