



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR ACCOUNTANT

JOB SUMMARY:

To oversee the preparation of Financial Statements and Budgeting. Incumbent plays an active role in the financial management of the Agency and analyzing its financial performance.

REPORTS TO:

Manager Corporate Services Unit

SUPERVISION GIVEN TO:

Assistant Accountant, Support Staff

DUTIES AND RESPONSIBILITIES:

- Manage general accounting functions
- Work with a team maintaining Accounting systems and procedures
- Manage revenue accounting and in particular Accounts Receivables with respect to client accounts
- Supervise the preparation of timely financial and management reports
- Prepare budgets and assist in the implementation of an approved budget
- Verify Monthly Reports prepared by junior staff

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of generally accepted accounting principles
- Knowledge of record keeping and filing systems
- Knowledge of accounting and book keeping terminology and practices
- Knowledge of record keeping and filing systems

SKILLS AND ABILITIES:

- Excellent communication skills both verbal and written.
- Proficient computer skills
- Ability to supervise staff
- Ability to organise and coordinate the work of the sub unit
- Good communications skills both verbal and written

MINIMUM EXPERIENCE AND TRAINING:

- University Degree in Accounting or Level 2 of the ACCA Professional Accounting Qualification.
- At least five (5) years progressive financial experience.
- Above average analytical and reasoning skills.