



LAND SETTLEMENT AGENCY

Unit : Corporate Services Unit

Position : Accountant Assistant

Job Summary

Playing an active role in the Financial Management of the Agency and analyzing its Financial Performance.

Organisational Relationships

Reports directly to the Senior Accountant and the Chief Executive Officer as necessary.

Duties and Responsibilities

- Assist the Accountant in general accounting functions.
- Assist in revenue accounting and in particular Accounts Receivables with respect to Client Accounts.
- Supervise the preparation of timely financial and Management reports.
- Implement an approved budget.
- Research and analyze accounting data.
- Preparation of Journal Vouchers.
- Verification of Monthly Expenditure Reports prepared by Junior Staff.
- Prepares Monthly Financial Reports.
- Assist with the preparation of the Agency's Annual Financial Statements.

Qualifications, Training and Experience

- Certified Accounting Technician (CAT) or Level 1 ACCA
- Knowledge of generally accepted accounting principles
- At least three (3) years Accounting experience