

JOB DESCRIPTION

ACCOUNTS OFFICER

Description

The position of Accounts Officer consists of market surveys, analyzing financial information, purchases and preparing financial reports, keeping assets record and reconciling budget and expenses within the organization.

Tasks

The tasks of the Officer shall include:

1. Assist Country Director with general accounting procedures
2. Study programs activities and budget and obtain relevant market information to ensure procurement of quality goods
3. Maintain detailed, accurate, up-to-date budget information for each program area and general operations to inform decision making by Country Director and Team Leads
4. Assist Team Leads in establishing yearly budget and making relevant and necessary changes throughout the year
5. Receive requests for logistics from Team Leads and compare with budgetary allocations.
6. Conduct market surveys, gather invoices, select the best offer and make a request to the Country Director for approval.
7. Prepare vouchers and cheques for the release of funds and procure logistics as approved.
8. Ensure maximum compliance of tax laws, especially with withholding taxes in all purchases.
9. File payment vouchers and receipts and keep soft copies of all payments and receipts using Excel or any accounting software.
10. Communicate purchases information to Team Leads and Country Director and reconcile figures quarterly. Address all disparities that may arise.
11. Keep inventory of all Self-Help International's property and update the inventory book yearly.
12. Receive financial statements quarterly for all organization's accounts from the bank(s) and reconcile all deposits and withdrawals.
13. Work closely with the auditor by assembling and providing all necessary financial documents and information for auditing.

Qualifications

1. A minimum qualification of a Bachelors in Accounting, Purchasing and Supply, Business Management or any related discipline.
2. Demonstrated proficiency using Microsoft Excel
3. Two years prior experience in accounting role at a nonprofit organization

Competencies

- Strong attention to detail
- Ability to think critically in the decision making process
- High standard of ethics in analyzing use of resources

Reporting

The Accounts Credit Office shall report directly to the Country Director.

Office Location

The office of the Accounts Officer will be at the organization's head office located at Cadbury Hall, Dadiesoaba in Kumasi.

Conditions of service

Self-Help International shall be responsible for the provision of transport, office support and other material requirements to facilitate the work of the Accounts Officer. Other conditions of service can be found in the staff handbook.