Job specification for Finance and Fund Accounting Officer

- Data entry
- Preparing a reconciliation report for invoiced amounts and the accrued revenue
- Maintaining the fixed asset register
- Monitoring, posting, analysing and reporting of revenues
- Continuous management and support of budget and forecast activities
- Analysing expenses and identifying areas of wastage/misuse
- Preparation and submission of tax returns and assurance of tax compliance including:
    1. Filing and payment of VAT
    2. Filing and payment of PAYE
    3. Filing and payment of WHT
- Resolving tax queries
- Ensuring all tax records are always maintained
- Booking of investments into the accounting system
- Knowledge of valuations of investments ie bonds, T Bills and other investments
- Booking of earned interests and accrued interest
- Production of audit schedules to support the accounts
- Preparation of management and annual accounts
- Filing of statutory returns with the regulators

Knowledge on

- MS Office with focus on Excel Skills
- Pastel & ACCPAC proficiency
- IAS and IFRS

Qualifications

Bachelor of Commerce Finance/ Accounting or equivalent and those with studying ACCA or CIMA
May have an added advantage