

ACCOUNTANT - CASH AND BANK



Job Holder: ID Number:
D.O.J:
Location: Central African Republic Date reviewed: 2018-07-09
Reporting to: Finance Manager Next review:

JOB PURPOSE

Responsible for cash and bank, including monitoring, recording and analysing receipts and payments.

MAIN JOB ACCOUNTABILITIES & EXPECTATIONS

Monitor cash receipts and disbursements on a daily basis

Maintain accurate records of receipts & disbursements

Manage Petty Cash, ensuring the audit trail is maintained and relevant authorisations are obtained

Produce monthly cash and bank reconciliations

ASSOCIATED TASKS (if any)

Any other tasks requested by line Manager.

RA CORE SKILLS

- Work Ethic
- Communication
- Flexible
- Team Oriented
- Self-Motivated

PREFERRED QUALIFICATION & EXPERIENCE

Degree in Accounting or Bachelor of Commerce with Specialization in Accounting or Industry Standard Qualifications in Accounting

Minimum of 3 years in large scale organization working in an international environment.

English language fluency (written and oral).

Experience using the finance module of an ERP system (Microsoft Dynamics SL preferred).