



JOB DESCRIPTION

Job Title:	Accounting Coordinator	Reports To:	General Manager
Department/:	Administration- Accounts	Job Code/ Req#:	AC - 001
Salary Frequency:	Monthly	Position Type:	Full-time

Definition

This position is responsible for overseeing the completion and maintenance of all financial records & reports, to ensure the financial viability of the organization and the day to day supervision of the Accounting functions for the organization. This role receives supervision from the Operations Manager.

Distinguishing Characteristics

This position is required to perform a variety of duties related to accounting activities. The incumbent performs the full range of duties as assigned, and must have the ability to work independently, and exercise initiative, judgement and confidentiality.

Important and Essential duties:

- Accountable for the overseeing of the general ledger accounts, analysing financial information & detailing the Organization's Assets, Liabilities & Capital as well as preparing the Balance Sheet, Profit & Loss statements and other reports which summarise the current and project financial position of the organization;
- Conducting of variance analysis to determine the organization's current financial state as opposed to the Projections;
- Preparation of monthly management and Board reports, ensures compliance to all legal and Tax requirements, as well as all International Accounting Standards and all relevant International Financial Reporting Standards;
- Monitors the collection of revenue, contributes to cash flow planning;
- Prepares and ensures accuracy of information in the accounting system and records which are used for the annual Audit, accurate maintenance of the Fixed Asset Register, ensuring all accounting policies are adhered to, thus minimizing fraud risks;
- Ensuring that any inefficiency in the processes used in the accounting department is addressed;
- Maintains all income and expenditure accounts for the organization;
- Monitors the organization's compliance to all government rules and regulations;
- Preparation of Bank Reconciliation for all Bank account held by Queen's Hall;
- Reviews the tasks performed by the Accounting Technician;
- Works with the Operations Manager in the preparation of the Annual Budget submissions – Recurrent & Capital;
- Performs other duties as assigned by his/her supervisor

Job Related and Essential Qualifications:

Knowledge of:

- Strong understanding of accounting systems and processes and good interpersonal skills.
- Computer efficiency using Microsoft Office, Excel and accounting software.
- Sound knowledge of accounts procedures, in particular those that apply to the public sector.

Ability to:

- Learn and understand the organization and operation of the accounts department
- Work independently as well as in a team environment
- Maintain high levels of confidentiality
- Maintain accurate logs, records and written records of work performed
- Understand and follow oral and written instructions
- Ability to manipulate, analyse and interpret data.
- Use proper English to effectively communicate to internal and external customers
- Use tact, initiative, prudence
- Establish, maintain and foster positive and harmonious working relationships with other members of staff.

Qualifications and Experience

- ACCA (completed Level 3) OR BSc. in Accounting
- Minimum of eight to ten years experience with at least five years Supervisory experience within the Accounting field
- Experience with Government regulations preferred
- Financial Analysis & Report preparation experience
- Demonstrated understanding & experience in Peachtree or similar Accounting Software

Preferred Skills

- Excellent verbal and written communication skills
- Ability to plan and implement work schedules
- Ability to manipulate, analyse and interpret data
- Proficient in the use of Microsoft Office
- Strong understanding of accounting systems and processes and good interpersonal skills.

Working Conditions

- Can be demanding mentally
- May require long hours
- Will have to work with multiple tight deadlines.