

JOB DESCRIPTION

Job title: Accounts Assistant.

Location: National Coordination Office (NCO) Abuja

Responsible to: Head of Finance and Administration

Main Function of the Job:

Working with and assisting the Head of Finance and Administration in all financial responsibilities.

Main task:

Daily Book-keeping:

- To enter records of income and expenses made each day into the office cash book, using a system approved by TLMN.

Cashier:

- To make payment of cash and cheques funds to staff/clients as already approved and signed by the Head of Finance and Administration.
- To ensure the safe keeping of office cashbox and cash imprest, cheque books and accounts documents.
- To file receipts and requisition documents of the NCO accounts.

Banking:

- Prepare cheques and effect withdrawals of cash from bank as directed
- Deposit all cash and cheques income and expenditures in the NCO bank account as directed.
- Apply the necessary document as necessary for banking procedures i.e. Deposit slip, cheques books etc
- Collecting cash from bank for NCO cash box impress as approved in written requisition.

Reconciliation:

- To carry out reconciliation of the cash book and bank balances monthly,
- To prepare bank reconciliation report monthly.

Reporting:

- Participate in the preparing monthly reports of income, expenditure and balance of office account and any other duties assigned to you.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications and experience	<ul style="list-style-type: none">• HND/BSc Accountancy.• 2 years' work experience	
Skills	<ul style="list-style-type: none">• Ability to manage and ensure proper accountability of funds.• Computer skill.• Ability to write financial reports.• Good command of English Language and communication.	<ul style="list-style-type: none">• Knowledge in other Languages i.e., Hausa.• Use of QuickBooks
Personality	<ul style="list-style-type: none">• Committed Christian with good testimonies.• Honest and dedicated• Demonstrates the ability to use own initiatives.• Ability to manage subordinates in the office• Perfect finisher.• Problem solver.	<ul style="list-style-type: none">• Ability to endure.• Ability to handle and solve difficult Problems.• Ability to excel in career and life in general.
Circumstances	<ul style="list-style-type: none">• Willing to work extra hours.• Willing to travel with the role	<ul style="list-style-type: none">• Ability to sacrifice time, energy and knowledge even in unfavourable circumstances.