



## **JOB DESCRIPTION**

**Job title:** Accounts Intern.

**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**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications and experience	<ul style="list-style-type: none"><li>• Undergraduate degree (HND/BSc) in Accountancy, Business Administration, or related courses.</li><li>• Must have graduated from a tertiary institution in the last two years with a second-class upper division/ upper credit.</li></ul>	
Skills	<ul style="list-style-type: none"><li>• Ability to manage and ensure proper accountability of funds.</li><li>• Computer skill.</li><li>• Ability to write financial reports.</li><li>• Good command of English Language and communication.</li></ul>	<ul style="list-style-type: none"><li>• Use of QuickBooks.</li></ul>
Personality	<ul style="list-style-type: none"><li>• Committed Christian with good testimonies.</li><li>• Honest and dedicated</li><li>• Demonstrates the ability to use own initiatives.</li><li>• Ability to manage subordinates in the office</li><li>• Perfect finisher.</li><li>• Problem solver.</li></ul>	<ul style="list-style-type: none"><li>• Ability to endure.</li><li>• Ability to handle and solve difficult Problems.</li><li>• Ability to excel in career and life in general.</li></ul>
Circumstances	<ul style="list-style-type: none"><li>• Willing to work extra hours.</li></ul>	