



### Job Description

**Job title:** Accounts Officer.  
**Location:** National Coordination Office (NCO) Abuja  
**Responsible to:** Head of Finance

**Main Function of the Job:**

- Working with and assisting the Finance Manager in all financial responsibilities.

**Main task:**

***Daily Book-keeping:***

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

**Cashier:**

2. To make payment of cash and cheque funds to staff/clients as already approved and signed by the Finance Manager.
3. To ensure a safe keeping of office cash-box and cash imprest, checkbooks, and accounts documents.
4. To file receipts and requisition documents of the NCO accounts.

**Banking:**

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

**Reconciliation:**

9. To carry out reconciliation of the cash book and bank balances monthly,
10. To prepare bank reconciliation reports monthly.

**Reporting:**

11. Participate in preparing monthly reports of income, expenditure, and balance of office account.
12. Other duties assigned.

**PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Qualifications and experience	<ul style="list-style-type: none"><li>- HND/BSc Accountancy, Business Administration or related courses.</li><li>- 3 years of work experience</li></ul>	<ul style="list-style-type: none"><li>- ICAN IS AN ADDED ADVANTAGE</li></ul>
Skills	<ul style="list-style-type: none"><li>- ability to manage and ensure proper accountability of funds.</li><li>- Computer skills.</li><li>- Ability to write financial reports.</li><li>- Good command of the English Language and communication.</li></ul>	<ul style="list-style-type: none"><li>- Knowledge of other Languages</li><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><li>- Willing to travel with the role</li></ul>	<ul style="list-style-type: none"><li>- Ability to sacrifice time, energy and knowledge even in unfavourable circumstances.</li></ul>