



Job Description

Job title: Accounts Intern.
Location: National Coordination Office (NCO) Abuja
Responsible to: Head of Finance and Accounts Officer
Duration of Contract: One Year

Main Function of the Job:

- Working with and assisting the Head of Finance and Accounts Officer 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 the 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

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications and experience	<ul style="list-style-type: none">- HND/BSc Accountancy, Business Administration or related courses.	
Skills	<ul style="list-style-type: none">- ability to manage and ensure proper accountability of funds.- Computer skills.- Good command of the English Language and communication.	<ul style="list-style-type: none">- Use of Quickbooks
Personality	<ul style="list-style-type: none">- Committed Christian with good testimony.- Honest and dedicated- Demonstrates the ability to use own initiative with a keen eye for detail- Problem solver.	<ul style="list-style-type: none">- Ability to learn quickly.- Ability to handle and solve difficult Problems.- Ability to excel in career and life in general.
Circumstances	<ul style="list-style-type: none">- willingg to work extra hours.- Willing to travel with the role	<ul style="list-style-type: none">- ability to sacrifice time, energy even in unfavourable circumstances.