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| **APPROVED JOB GRADE:** |  |
| **DATE LAST REVIEWED:** |  |

Job Title: **Accounts Assistant – Bank Reconciliations**

Department: **Finance**

Title Of Immediate Supervisor:**Financial Accountant**

Title Of Direct Subordinate(s): **N/A**

# Overall Job Purpose

To ensure that the funds being paid and received through the banks are being properly accounted for and that the company banking needs are met.

# Main Duties and Responsibilities

* Conducts reconciliation oa all bank accounts receiving commissions and royalties
* Conducts funding of bank accounts
* Conducts filing and maintenance of all documentation on correspondences with banks
* Attends to all queries at banks and ensure that they are quickly resolved
* Prepares end of year audit schedules

***What decisions do you make without necessarily consulting your Supervisor/Manager?***

* Decides when and how to engage banks on issues of concern to the company
* Decides on management and handling of bank queries
* Decides on handling of creditors queries

# Supervision Received

|  |  |
| --- | --- |
| **Method of Checking** | **How Frequent** |
| **Schedules** | Weekly |
| **Reports** | Monthly |
| **Reports** | Annually |

# Supervision Sent

|  |  |  |
| --- | --- | --- |
| **Subordinate** | **Method of Checking** | **How Frequent** |
| **N/A** | N/A | N/A |

# Problem Solving

* Compliance with banking rules and procedures
* Managing the company and banks expectations of each other
* Compliance with MMCZ policies and procedures
* Compliance with exchange control regulation
* Ensuring compliance with Accounting Standards

# Minimum academic qualifications required

* Diploma in accounting

# Minimum professional qualifications required

* ICSAZ, IAC
* Part ACCA

# Experience required (in years)

At least 3 years

# Soft Skills

* Analytical skills
* Team work
* Interpersonal skills
* Consistency
* Communication skills

# Technical Skills

* Must be able to use SAP system
* Use of Accounting standards
* Application of International Financial Reporting Standards (IFRs)
* Must be able to perform bank reconciliation
* Must be able to use excel

**CONFIRMATION OF JOB DESCRIPTION**

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**Agreed by Incumbent (Name) (Signature) Date**

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**Agreed by Supervisor (Name) (Signature) Date**