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

Job Title: **Accounts Assistant**

Department: **Finance**

Title Of Immediate Supervisor: **Financial Accountant**

Title Of Direct Subordinate(s): **None**

# Overall Job Purpose

To provide accounting services regarding documentation, capturing and assistance in the preparation of financial reports for MMCZ in compliance with the Corporation’s policies and procedures and other regulations .

# Main Duties and Responsibilities

* Reconciles imprest accounts,Nedbank main account,FBC ZWL, and Banc ABC USD account;
* Issues and captures meal vouchers;
* Checks and files monthly fuel and stationery reconciliation reports;
* Maintains owntrading stocks (purchases and sales) and produce activity reports;
* Ensures stock bin cards are updated;
* Manages accruals ,provisions and prepayments accounts reports for management accounts;
* Ensures compliance with Corporation;s,policies and procedures and other regulations;
* Prepares end of year audit schedules;
* Attends to any other finance duties which may be assigned by the supervisor;

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

* Decides when to issue meal vouchers
* Decides when to produce bank reconciliations
* Decides when to check for stationery and fuel issues

# Supervision Received

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

# Supervision Sent

|  |  |  |
| --- | --- | --- |
| **Subordinate** | **Method of Checking** | **How Frequent** |
| **NIL** | NIL | NIL |

# Problem Solving

* Ensuring Compliance with MMCZ policies and procedures and other regulations

# Minimum academic qualifications required

* Bachelor’s degree in Accounting/Finance

# Minimum professional qualifications required

* ICSA
* CIMA
* ACCA
* ZAC
* SAAA

# Experience required (in years)

At least 3 years experience

# Soft Skills

* Must have excellent attention to detail
* Must display due diligence
* Must be a person of intergrity
* Must be able to manage deadlines
* Team work ability

# Technical Skills

* Must have an in-depth understanding of various taxes, tax income limits, taxable items, tax rates, etc.
* Must be able to allocate resources and achieve management goals.
* Must be able to understand accounting basics such as the correlation and interlinkage between these statements.
* Must be able to use a accounting software-based application for accurate and efficient financial record keeping.

**CONFIRMATION OF JOB DESCRIPTION**

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

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