

## ACCOUNT ASSISTANT – ACCOUNTING UNIT

### National Service Job Description

Position: Accounts Assistant (NSP)

Reports to: Head of Department

Liaises with: Other members of the unit and other departments in Alliance Francaise

#### **Key Requirements:**

- Bachelor's degree/HND in Accounting or equivalent (Current students will be considered)
- Knowledge of accounting principles and practices
- Knowledge of financial reporting
- Previous experience of general accounting

#### **Key Competencies:**

- Attention to detail and accuracy
- Planning and organizing
- Problem analysis and problem-solving skills
- Able to take initiative and cope with stress
- Team work
- Confidentiality

#### **Major Responsibilities:**

- Help manage the stock levels of book store
- Keep an updated track record of all expenses for petty cash
- Reconcile sales with tickets after every event
- Help in the preparation of the justifications for all grants
- Assisting the preparation of monthly reports
- Follow up on payments of corporate courses by calling clients
- Assist with entries into accounting software [QuickBooks]
- Assist in Audit preparation
- Assist with computation and payments of monthly Social Security, P.A.Y.E etc
- Assist in all other administrative duties as required

**Benefits:** GH¢ 560.00 (Allowance) + Free French lesson available

Interested applicants should submit their CV and application letter to the Secretary General, Alliance Francaise Accra, P.O Box CT4904 Accra, or send a soft copy to all the following address. [comptable@afaccra.org](mailto:comptable@afaccra.org), [assist-comptable@afaccra.org](mailto:assist-comptable@afaccra.org), [sg@afaccra.org](mailto:sg@afaccra.org),

**Deadline:** 17<sup>th</sup> March 2017