



## **NATIONAL DRAINAGE AND IRRIGATION AUTHORITY**

### **JOB DESCRIPTION**

**POSITION: ACCOUNTANT**

**REPORTING TO: CHIEF ACCOUNTANT**

**BAND: 5**

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The Accountant assists the Chief Accountant in ensuring the integrity of accounting information and assists in ensuring that all expenditures are properly made and recorded in accordance with approved accounting regulations and procedures.

#### **Key duties and Responsibilities**

- Verifies, allocates, posts and reconciles accounts payable and receivable
- Produces error-free accounting reports and present their results
- Analyzes financial information and summarizes financial status
- Detects errors and makes recommendations on ways to improve efficiency and spending
- Provides technical support and advice on account management
- Reviews and recommends modifications to accounting systems and procedures
- Supervises all Assistant accountants within the section
- Participates in financial standard setting and in forecasting processes
- Provides input into department's goal setting process
- Assists in the Preparation of the authority's financial statements, Operating and Capital budgets and Estimates of Expenditure according to schedule
- Assists with tax audits and tax returns
- Assists in directing internal and external audits to ensure compliance
- Plans, assigns and reviews staff work
- Supports month-end and year-end close process
- Assists in developing document business processes and accounting policies to maintain and strengthen internal controls
- Ensures compliance with GRA principles and policies
- Liaise with the Chief Accountant and Finance Manager to improve financial procedures

**The job holder must have a Degree in Accounting or Business Management from a recognized institution with three (3) years' experience at the level of Assistant Accountant.**

**Or**

**Diploma in Accounting/Diploma in Commerce/ACCA Level 2 from a recognized institution along with five (5) years' experience in the Field of Accounting**

**Or**

**CAT/ACCA Level 1 or any Certificate in Accounting from a recognized Institution along with Ten (10) years' experience within the Field of Accounting**

**Requirements**

Must be computer literate in the use of MS Word, Excel and Accounting Software

**Supervisory Responsibility**

This job holder will be required to supervise the minimum of three persons.

**Work Environment**

While performing the duties of this job, the employee regularly works in an office setting.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m and Fridays from, 8:00 a.m. to 3:30 p.m respectively.

*Prepared by: Ms. J Blackman*

*Senior Human Resource Officer*

*Updated : 2019-07-26*