



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

Job Title: ASSISTANT ACCOUNTANT

Reporting to: ACCOUNTANT

Salary Band: Four (4)

The holder of the post assists the Accountants in book keeping and other accounting tasks.

Main responsibilities

- maintain proper accounting books, registers and files to meet management and government requirements;
- ensure the preparation and entry of all financial transactions;
- direct the preparation of projects and cost accounting transactions and ensure their harmony with the general accounts;
- keep close supervision over the bank and cash accounts and transactions to ensure permanent solvency;
- ensure the generation of periodical financial reports;
- undertake any other task within the domain of the Division

Working relationships:

- daily contacts with Accountant;
- outside contacts with contractors, consultants and banks on payments.

Job requirements:

- **Qualifications:** Diploma in accounting or AAT level 2 with four years of experience. Computer literate with accounting systems.

Communication skills

- Proficiency in written and spoken English

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*

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