

JOB DESCRIPTION

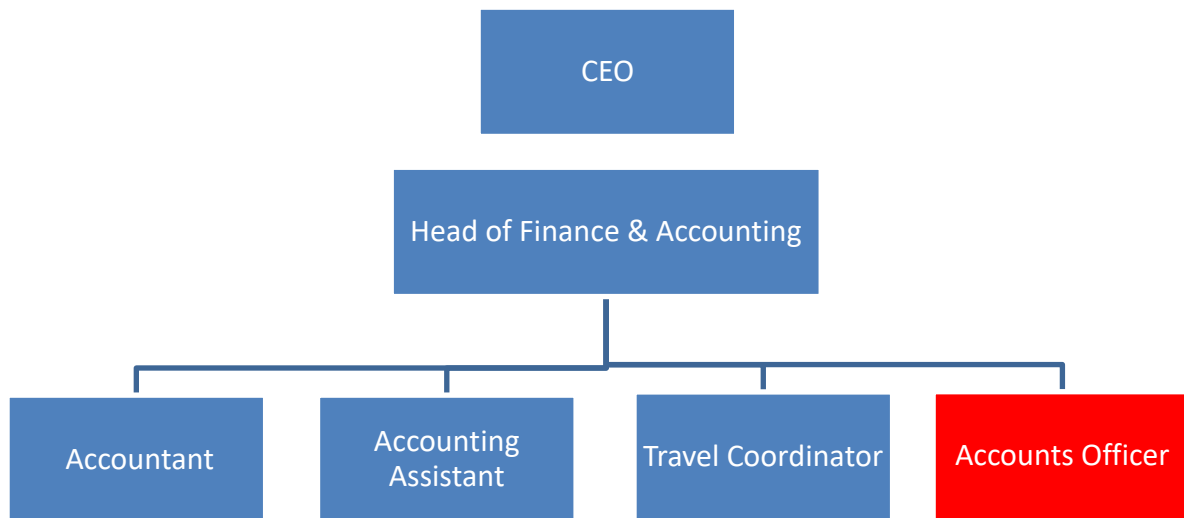
Department: **FINANCE & ACCOUNTING**

Job title: **Accounts Officer**

1. Job Background

Job Purpose/Mission of Role	The Accounts Officer performs a variety of general accounting support, administrative and clerical tasks. (S)he will provide support for ensuring the day-to-day running of the company's daily accounting functions accurately and effectively. (S)he will create, update, review and maintain relevant accounting records.
Reports to	Head of Finance & Accounting
Number of Direct Reports	None
Essential Qualifications, Work Experience and Skills	▪ HSC Level ▪ Certificate in Accounting or ACCA Level 1 would be an advantage. ▪ Ideally, a minimum of 3 years' experience in an Administrative environment. ▪ Willingness to be trained in Accounting related courses. ▪ Working knowledge of Microsoft Word, Excel and emails. ▪ Strong oral and written communication skills in English & French. ▪ Good interpersonal skills ▪ Enjoys working in a team's environment. ▪ Ability to set priorities, and meet strict deadlines. ▪ Ability to follow and interpret simple instructions and procedures. ▪ Ability to be customer focused at all times. ▪ Strong proven integrity and the respect for confidentiality.

2. Reporting Structure:



3. Key Responsibilities

Title	Description	Weight
Clerical Support	- Provides accounting and clerical support to the accounting department - Assists Senior Finance & Administrative Officer in the processing & dispatching of cheques. - Assists the travel coordinator as and when required - Prepares various reports for Projects undertaken by AFRINIC. - Ensure that all internal deadlines are met and all processes are followed.	15%
Filing and maintenance of accurate documentation	- Uses spreadsheets and other applications to record and prepare financial documentation related to vendor, member and internal customer accounts - Ensures proper filing of accounting documents - Ensures the integrity of members data in the accounting system (Netsuite), and conduct periodic audit with MyAfrinic. - Prepares Costs Ledgers analysis. - Captures transactions into the General Ledger from Source documents. - Perform postings in the General Ledger. - Prepare ad hoc reports and reconciliations as needed.	25%
Accounts Payable	- Ensures proper follow-up with Trade Creditors for outstanding Invoices & Statements. - Create vendor on Netsuite - Prepares and dispatches cheques - Prepare online payments	25%
Banks	- Update receipts from members on Netsuite on a daily basis - Prepare bank reconciliation for all bank accounts - Post credit cards transaction on a daily basis on Netsuite	25%
General Responsibilities	- Ensure that all processes are clearly documented as per ISO 9001 standards - Perform other duties as required and assigned by the CEO and Head of Finance & Accounting	10%

4. Competencies

Technical, Functional & Professional	• Basic knowledge of accounting principles • Good Knowledge of the environment • Mastery of all policies and processes relating to the Accounting function • Mastery of the methodology / techniques of the handling of internal and external customers • Unwavering commitment to quality • Ability to communicate in French and other languages other than English is highly desirable • Ability to remain calm and committed to the team even in difficult situations • Politeness to visitors and staffs • Passion, humility, integrity, positive attitude, mission-driven, and self-directed • Ability to prioritize • Proactive and well organised, with strong time management and planning skills, meticulous attention to detail and a proven ability to multi-task • Egroupware, RT Tickets, Word processing, spreadsheet applications, email platforms, Internet browsing, Skype, webex, working with different file formats. Knowledge of Netsuite accounting software will be an advantage. • High level of integrity
Behavioural	• AFRINIC's Behavioural Competencies as applicable to all staff and as revised from time to time

5. AFRINIC Expectations

In carrying out essential duties, an individual should demonstrate commitment to AFRINIC's mission and values, working as one team towards delivering excellence in service.

This includes but is not limited to:

- Demonstrates a shared commitment to fulfilling team and organisational goals co-operatively
- Strives for excellence and focuses on continuously improving outcomes
- Displays professionalism through competence, high standards, self-management and a service ethic



- Displays integrity through ethical behaviour, constructive contribution, and use of appropriate channels
- Makes responsible use of member funds through efficient use of time, funds and resources
- Models respect by being punctual, reliable, prepared, courteous, and responsive

6. Employee Statement of Understanding

I have read and understood the job description and annex for my position.

Signature of Employee