

JOB DESCRIPTION

ACCOUNTS/ ADMINISTRATION ASSISTANT

PURPOSE OF THE POSITION

The business is expanding and therefore in need of an assistant to oversee operations and staff in the various locations to ensure efficient services to our customers

The Accounts/ Administrative Assistant is responsible for overseeing and maintaining financial, account, administrative services of the Organisation.

SCOPE

The Assistant reports to the Accounts/Administrative Manager and is responsible for assisting in preparing quarterly financial statements, maintaining cash control books, preparing the payroll and personal administration, purchasing, maintaining accounts payable and managing office operations. Failure to provide adequate services may result in lost or misused revenues, inaccurate financial statements

Foreign exchange is a regulatory industry and therefore observation and compliance with the rules and regulations is a must particularly AML policies.

RESPONSIBILITIES

1. Administer and monitor the organization's system in order to ensure that the finances are maintained in an accurate and timely manner

Main Activities

- Establish and maintain cash control and dispensation to all locations and agents
- Establish, maintain and reconcile web based accounts, bank statement, cash book and the general ledger
- Monitor cash reserves and deposits
- Prepare and reconcile bank statement and cash books
- Establish and maintain supplier accounts and filing .Maintain files and records
- Ensure data is entered into the system
- Ensure transactions are properly recorded and entered into the computerized accounting system
- Assist with the annual audit
- Submit all necessary documents to BOSL, NASSIT and FIU
- Maintain confidential employee files
- Enter payroll information into the computerized accounting system
- Perform other duties as required by management

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

He or she must have knowledge in the following areas:

- Computerized accounting programs
- Account payable and account receivables
- Some knowledge of financial statements
- Office administration
- Understanding of the Forex market and new trend in the market

Skills

He or she must demonstrate the following skills:

- Supervisory skills
- Team building/leadership and organizational skills
- Accounting and bookkeeping skills
- Analytical and problem solving skills
- Ability to communicate effectively in English
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at basic level (training will be provided where necessary)
- Time management skills
- Ability to work independently with little supervision and ability to handle pressure

Personal Attributes

He or she must maintain strict confidentiality in performing the duties of the supervisor:

- Be honest and trustworthy
- Be respectful
- Be flexible, energetic and dynamic
- Demonstrate sound work ethics

Qualifications

The Assistant would normally have attained the required knowledge, skills and attributes through completion/ part completion of Diploma in Accounting or Business Administration /CAT combined with related financial experience of **two** years.

Benefits

Salary: le12, 000,000 per annum

Allowances (transport and rent): le4, 800,000 per annum

Allowances (medical): maximum cover 500,000 per annum

20 days paid holidays

Employee signature:

Printed Name:

Date:

I certify that I have read and understand the responsibilities assigned to this position.