FUNCTION:

Candidate is responsible for liaising, verifying, releasing and posting accounting transactions of remote Accounting Units. Candidate also reviews accounting reports to ensure the accounting records of the Institute are accurate and exercise budgetary control.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Liaises** with overseas Accounting Units to guide and assist in their accounting function.
- **Verifies** correctness of information, calculation and authorization on documents such as receipts, invoices, cheque stubs and vouchers: file invoices, delivery bills and credit notes.
- **Releases** data in the accounting database and posts transactions to the General Ledger.
- **Ensures** funding for projects is appropriately accounted for with the relevant information and reviews financial reports for accuracy.
- **Reconciles** statement from banks, suppliers and persons doing business with the Institute with records of CARDI and investigates discrepancies.
- **Ensures** expenditure and revenue are within budget, timeliness of accounting entries, by reviewing overseas Accounting Unit’s work against established checklist of activities and follow up.
- **Prepares** journals for General Ledger input, letters, reports and audit schedules.
- **Assist** in the conduct of the Institute’s annual audit.

The above responsibility statements identify specific duties necessary to attain CARDI’s overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

REPORTING RELATIONSHIPS  :  Reports to the Head of Finance

QUALIFICATIONS  :  Certified Accounting Technician (CAT) or CAT student pursuing specialist exams. A’ Level accounting qualification will also be considered. Proficiency in Microsoft Office suite.