FUNCTION:
Responsible for performing a combination of calculating, posting and verification duties to record financial data for use in maintaining the accounting records of the Institute.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares batches of accounting input documents from Accounting Clerks and Country Units and reviews for proper authorization, supporting documentation, sequence control, completeness and reasonableness; operates computer to transfer financial details to General Ledger; prepares balance sheets, Profit and Loss statements, fixed assets and budget expenditure reports on a monthly basis for use by Management, Donors and the various Cost Centres.

Prepares payroll, distributes salary cheques and maintains monthly salary records which include payroll vouchers, spreadsheets, copies of Bank letters and cheques by Project and core listings. Validates payroll records and maintains monthly payroll journal files.

Organises General Ledger input, on a monthly basis, and validates input to ensure accuracy and propriety of coded input.

Assists in preparing budget/expenditure reports, in the agreed format, on a monthly basis for use by management and the various cost centres.

Coordinates and/or prepares financial reports for Donors and Country Units.

Maintains Cash Book and Subsidiary Ledgers, reconciles Bank Statements, prepares bimonthly cash position statements and monthly batch control forms.

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 CARDI Representative

PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

Internal : All departments within the Organisation

External : Business organisations, and Agencies associated with CARDI.

EXPERIENCE
Three years experience in word processing, office procedures and book-keeping techniques acquired on the job. Knowledge of record-keeping important to the job.

QUALIFICATIONS
At least Level 2 of CAT or equivalent and/or A’level Accounting. Five GCE/CXC subjects which should include English and Mathematics. Office Procedures and Book-keeping will be an asset. Must be computer Literate and proficient in Microsoft Office Suite.

Signature of Employee: .................................................. Date: .........................

Signature of Manager/Supervisor: ................................. Date: .........................