



CAREER OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the following vacancy:

Senior Accounting Officer, FMG/PA 2 – Band 8, Headquarters

Under the direct supervision of the Director of Finance, the incumbent is responsible for monitoring the accuracy and completeness of the accounting records generated by the JLS.

Key Responsibilities

- Maintaining accurate and up-to-date financial records
- Preparing on a timely basis, financial statements required for management control
- Processing of all general accounting and financial documents
- Authorizing all cheques, vouchers and invoices for payments
- Ensuring that accounting records are complete and safely stored

Required Knowledge & Skills

- Sound knowledge of and ability to interpret and administer the provision of the Financial and Accounting Audit and Public Sector/Statutory Financial Instruments
- Ability to interpret and analyse financial statements
- Highly developed analytical, communication and interpersonal skills
- Knowledge of Accounting Software including AccPac

Minimum Qualification & Experience

- University Degree in Business Administration with a major in Accounts or Professional Accounting qualification
- Comprehensive knowledge of Government Accounting principles and practices
- Sound knowledge of the Financial Administration and Audit (FAA) Act
- Experience in the preparation of financial reports
- Minimum of three (3) years' experience in a senior accounting position

Salary Scale: \$3,332 803.00 to \$4,482,249.00 p.a.