**FINANCIAL INTELLIGENCE UNIT**

**JOB DESCRIPTION**

**POSITION TITLE :** Accountant

**REPORTS TO :** Director, Financial Intelligence Unit

**QUALIFICATION**

**& EXPERIENCE :** A Bachelor’s Degree in Accounting or ACCA Level 11 **plus**

three years post-qualification experience working with computerized accounting systems.

**Job Responsibilities:**

* Develop and maintain operating budget and approved expenditures.
* Monitor payment requests to ensure that expenditures stay within budgeted allocations.
* Manage financial systems and budget.
* Provide yearly variance analysis of expenditure.
* Manage monthly reconciliation statements.
* Manage the reconciliation of financial discrepancies by collecting and analyzing account information.
* Manage the preparation of yearly Balance Sheet and Income and Expenditure Statements.
* Liaise with the Offices of the Accountant and Auditor General to ensure Annual Financial Statements are prepared and audited in a timely manner.
* Manage the Fixed Assets Register.
* Co-ordinate financial planning in special projects as needed.
* Conduct special cost and/or budgetary studies, analyze findings and prepare recommendations concerning budget improvements.
* Prepare special financial reports by collecting, analyzing, summarizing account information and trends.
* Manage Petty Cash Fund.
* Review the FIU’s systems and analyze risks.
* Perform tests to check financial information and systems.
* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

**Job Specifications:**

* *Active Listening* - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
* *Critical Thinking* - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* *Judgment and Decision Making* - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
* *Management of Financial Resources* - Determining how money will be spent to get the work done, and accounting for these expenditures.
* *Time Management* - Managing own time and the time of others.