

Accounts Assistant

Job Title:	Accounts Assistant	Directorate:	Finance Directorate
Job Code:		Department:	Accounts
Reporting to:	Accountant General Accounts	Section:	N/A
Direct Reports:		Indirect Reports:	

Role Profile:

Support the Accounts function by providing the administrative assistance to the staff including but not limited to maintaining financial and accounting data in the accounting information system and in physical files

Key Responsibilities & Accountabilities:

Strategic	<ol style="list-style-type: none"> Not applicable
Operational	<ol style="list-style-type: none"> Ensure compliance with all processes, policies, procedures and standards pertaining to finance and accounts processing Provide assistance during the preparation of periodic financial reports (balance sheets, profit and loss statements) and financial data analysis, as and when required Coordinate with other Directorates/Departments within KFAS to obtain financial documents required by the Accounts Department Retrieve financial data and information from the accounting system as well as physical files as applicable, as and when requested by eligible Department's staff Verify calculations and enter data on vouchers, checks and cash etc; ensure that all financial data is entered into the accounting system in an accurate and timely manner Ensure that all financial data and information is maintained with confidentiality at all times as per policies and procedures Maintain physical files and documentation thoroughly and accurately, in accordance with the filing policies and procedures, to allow for easy retrieval of the required documents Monitor and update any changes and modifications to financial documents Prepare documentation such as letters, memos, checks etc. to be released to internal and external parties as requested Maintain a track of all documents correspondences including incoming and outgoing mail to and from the Department Assist internal and external auditors in ensuring that audits are completed timely by the year-end through collaborating sufficiently and providing the necessary data.
People	<ol style="list-style-type: none"> Not Applicable

Key Interactions and Relationships:

<div>Internal</div> <ol style="list-style-type: none"> 1. Director Finance Directorate 2. Manager Accounts 3. Unit Head General Accounts/Unit Head Planning & Reporting 4. Accountants/Analysts 5. Other staff 	<div>External</div> <ol style="list-style-type: none"> 1. KFAS' affiliated Centers 2. Ministries 3. Financial Institutions 4. Consultants 5. External Auditors
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Education & Qualifications:

1. Graduate qualification in finance or accounts

Experience:

1. 0 – 1 years of experience in a funding institution of a similar size and nature

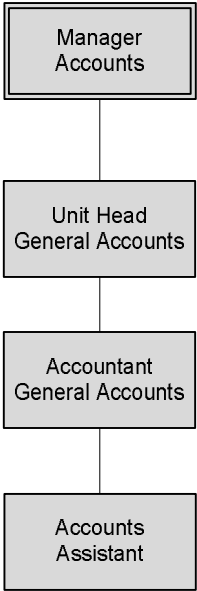
Competencies (Knowledge, Skills and Abilities):Techno-functional

1. Information/Records Administration
2. Data Analysis
3. Financial Accounting
4. Management Accounting
5. Financial Planning and Budgeting

Behavioral

1. Analytical Thinking & Problem Solving
2. Communication Skills
3. Continuous Improvement and Self Development
4. Execution Excellence
5. Initiative and Enthusiasm
6. Innovative and Ideas Driven
7. Stakeholder Orientation
8. Teamwork

Organization Structure Extract:



Confirmation of Job Description:

Job incumbent

Date: _____

Director - Finance

Date: _____

HR Representative

Date: _____