

ACCOUNTANT (on Contract)

Position Summary	Reports financial information to management and Board of Directors presenting the analysis of accounting data and preparation of reports with recommendations, to assist in decision making.
Job Specification	ACCA Qualified Five (5) years experience at a Middle/Senior Management Understanding of accounting rules and procedures, including the Generally Accepted Accounting Principles (GAAP)
Job Competencies	Team Player, Leadership/Supervisory skills, Conflict Resolution, Time Management, Organized – prioritizing, goal setting, ability to meet deadlines, Ability to analyze data, Problem solving skills, Basic technological ability

Key Responsibilities

- Maintain ongoing communication with Manager, informing of all pertinent information/irregularities etc.
- Assist with the development of credit union's internal accounting operating systems, policies and procedures
- Verify and Release in a timely manner all ACH transactions
- Responsible for the preparation of reports and analysis, ratio and trend analysis and other comparable reports as appropriate
- Prepares the annual budget based on input from senior management, the Board of Directors and other committees
- Ensure proper and timely reconciliation of General ledger asset account and investment ledgers
- Establishes and maintains computerized accounting procedures in accordance with regulatory bodies and reporting requirements
- Coordinate and integrate accounting functions to provide support for all other functional units within the Credit Union
- Timely release and/upload of JMMB Jade Cards daily
- Prepare audit financial statements with notes according to accounting standards
- Monitor the Credit Union's finances, operational expenses and debt service obligations
- Submit timely monthly Reports on Credit Union financial position
- Reconcile & analyze Balance sheet for high accuracy and financial precision
- Analytical review of Income & Expenditure statements to ensure accurate allocations & provide recommendations where necessary
- Review Bank Reconciliation for all Branches
- Monitor Bank account to ensure adequate balances to cover daily operational expenses.
- Monitor & Send funds monthly to various Bank Investment Account & Prepare Source of Funds
- Maintain Fixed Asset Register and all accounting logs to monitor depreciation expenses
- Maintain Fixed Deposit Register for renewals/withdrawals
- Verify/certify data and documents prepared by staff in the Finance & Accounts Department
- Forecast, budget and benchmark Credit Union Financial Statements & Operations
- Assist in the management of the external Audit
- Provide supervision to staff in the Finance & Accounts Department inclusive of training recommendation, recognition and disciplinary procedures

DEADLINE: May 16th 2025