



JOB DESCRIPTION

JOB TITLE: ACCOUNTS ASSISTANT

REPORTING TO: Senior Accountant

GENERAL RESPONSIBILITY

The jobholder will be responsible for maintaining efficient and accurate accounts in the areas designated by the Senior Accountant to meet the needs of the business and in line with the company's financial policies and professional accounting best practice. This will involve invoicing, receipting, issuing statements and filling of accounting documents.

Duties and Responsibilities

- Ensure that company policies and procedures are followed to the letter.
- Ensure all financial transactions are properly recorded and keyed into the computerized accounting systems.
- Ensure orderly and effective manual and electronic filing of accounting information and records.
- Timely and accurate invoicing of rent, service charge, water bills and other bills for properties under Realty Plus Management
- Timely follow up on payments including on phone, email and action agreed escalation measures
- Timely payment confirmation and reconciliation of individual and property accounts
- Timely issue of receipts for rents, service charge and water bill payments as and when payments are received for properties under Realty Plus Management
- Timely preparation of statements and reports on rent, service charge, water accounts and other accounts to clients
- Daily banking of cheques as advised and filing receipts accordingly.
- Timely review of payment documentation, ensuring completeness and accuracy for payment processing; signed job cards, LPOs, delivery notes and checking that invoices match and immediately report any discrepancy.
- Manage petty cash expenditure and reconcile receipts for reimbursement.
- Timely assist customers and team members on queries related to finance and accounts.
- Support preparation for statutory audits.
- Undertaking any ad hoc duties associated with the accounts function, including maintaining financial files and records, and photocopying.

Job Requirements

Qualifications and Experience

- Accounting background ideally with atleast certification in CPA II Section 4
- A competent user of Microsoft Excel, QuickBooks and Microsoft Word.
- At least 2 years experience working as an Accounts Assistant.

Skills

- Excellent numerical skills
- Ability to Present and interpret financial statements
- Strong verbal and written communication skills
- Good organisation and administrative skills
- Good interpersonal skills and a strong team player
- Ability to work under pressure to meet deadlines and adopt a flexible approach to meet the needs of the business.

Personal attributes

- High integrity
- Excellent attention to detail
- Articulate and self confident
- Professional and highly motivated
- Ability to manage assigned tasks in a proactive and efficient manner
- Adaptable and able to work in an environment of fluctuating workloads
- Must display a high degree of emotional maturity

Equipment to be used

Must be able to operate computers and other office machines such as printers, scanners, fax, copier, telephones etc.

Working conditions

The incumbent will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The job holder may also have to do some light lifting of supplies and materials form time to time. Occasionally may be called upon to work overtime or odd schedules. Works in a typical office setting with minimal travel out of town. However, the job holder may be called upon to deliver documents within or out of town, when the need arises. Driving experience would therefore be an added advantage.

NB* The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.