



Job Description

Identification No	IMS-EJS/MD/FIN/HRADM/T/001	Revision Number: 00
Date of Issue	02-01-2026	Revision Date: 01-05-2026

Job Title: Assistant Accountant

Department: Finance

Reports To: Accountant

Job Purpose

The Assistant Accountant is responsible for supporting the finance and accounting department in maintaining accurate financial records, processing accounting transactions, preparing reports, reconciling accounts, and ensuring compliance with financial regulations and organizational policies. The position plays a key role in ensuring efficient financial operations and timely reporting.

The Assistant Accountant assists with budgeting, payroll, taxation, accounts payable and receivable, bank reconciliations, and audit preparations while maintaining confidentiality and accuracy in all financial matters.

Main Duties and Responsibilities

1. Financial Transaction Processing

- Record daily financial transactions in accounting systems.
- Post journal entries accurately and timely.
- Maintain general ledger accounts and ensure proper coding of transactions.
- Verify supporting documents before processing payments.
- Prepare payment vouchers and receipts.
- Ensure all financial transactions comply with company policies and accounting standards.

2. Accounts Payable Management

- Receive and verify supplier invoices.
- Match invoices with purchase orders and delivery notes.
- Prepare supplier payments through cheque, bank transfer, or mobile payment systems.
- Maintain supplier accounts and reconcile supplier statements.
- Respond to supplier inquiries regarding payments and outstanding balances.
- Monitor due dates to avoid late payment penalties.

3. Accounts Receivable Management

- Prepare and issue customer invoices.
- Record customer payments and receipts.
- Monitor outstanding debts and follow up on overdue accounts.
- Reconcile customer accounts regularly.
- Prepare aging analysis reports for receivables.
- Assist in debt collection processes.

4. Bank and Cash Management

- Perform daily, weekly, and monthly bank reconciliations.
- Monitor cash balances and report shortages or discrepancies.
- Manage petty cash and ensure proper accountability.

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- Prepare cash count reports.
- Ensure safe custody of cash, cheque books, and financial documents.

5. Payroll Administration Support

- Assist in payroll preparation and processing.
- Verify employee attendance, overtime, and allowances.
- Calculate statutory deductions including taxes and social security contributions.
- Ensure payroll records are accurate and confidential.
- Prepare payroll schedules and payment summaries.

6. Financial Reporting

- Assist in preparing monthly, quarterly, and annual financial reports.
- Prepare trial balances and supporting schedules.
- Assist in preparing:
 - Income statements
 - Balance sheets
 - Cash flow statements
 - Budget variance reports
- Compile financial data for management review.
- Generate reports from accounting software.

7. Budgeting and Forecasting Support

- Assist in preparing departmental budgets.
- Monitor actual expenditure against budgets.
- Track budget utilization and report variances.
- Support financial forecasting activities.

8. Audit Support

- Prepare audit schedules and supporting documents.
- Assist internal and external auditors during audit exercises.
- Retrieve and organize financial records for audit purposes.
- Respond to audit queries under supervision.
- Implement audit recommendations where necessary.

9. Financial Documentation and Filing

- Maintain proper filing systems for financial documents.
- Ensure all records are complete, accurate, and easily retrievable.
- Archive old financial documents according to company policy.
- Maintain confidentiality of financial information.

11. Accounting System Management

- Enter and update financial data in accounting software.
- Assist in maintaining accounting databases.
- Identify and report system errors or discrepancies.
- Support migration or upgrades of accounting systems when required.

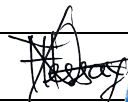
12. Internal Controls and Compliance

- Ensure adherence to internal financial controls.
- Assist in implementing financial policies and procedures.
- Detect and report financial irregularities or fraud risks.
- Ensure compliance with organizational financial guidelines.

Key Performance Indicators (KPIs)

- Accuracy of financial data entry maintained at 98–100%
- Daily bookkeeping tasks completed within required deadlines at 95–100% timeliness
- Supporting documents properly filed and organized with 100% completeness
- Invoice processing accuracy of 98% or higher
- Accounts payable and receivable entries posted correctly with error rate below 2%
- Bank reconciliations assisted and completed on time with 99% accuracy
- Month-end support tasks completed within set deadlines (typically 3–7 working days closure support)
- Expense tracking and recording accuracy maintained at 98% or higher
- Petty cash handling accuracy with zero discrepancies or minimal variance (<1%)
- Payroll support tasks completed on time with 100% timeliness
- Reconciliation support errors kept below 2 minor issues per month
- Compliance with accounting procedures and internal controls at 100% adherence
- Proper documentation support for audits with zero missing records
- Responsiveness to supervisor requests within 24 hours or less
- Data entry backlog maintained at zero or minimal level
- Support in financial reporting with 95%+ accuracy of prepared schedules
- Confidentiality maintained with zero breaches
- Effective use of accounting systems with minimal input errors (<2%)
- Task completion rate of 95% or higher on assigned duties
- Contribution to error correction and adjustments with timely resolution (within 1–2 days)

Approval and Signature

Approved by:	Human Resource Coordinator
Signature:	
Date:	01-May-2026



Employee Acknowledgement and Signature

I, ARAMIKA ELISONGUO MREMA, acknowledge that I have read and understood the duties, responsibilities, and requirements outlined in this Job Description for the position of Front Desk Officer. I agree to perform my duties to the best of my ability and comply with the company's policies and procedures.

Employee Name: ARAMIKA ELISONGUO MREMA

Employee Signature: 

Date: 01/05/2026

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