



Job Description

TITLE: Accounts Assistant
I REPORT TO: Accountant
REPORTING TO ME: None
CATEGORY: Administration
LAST UPDATED: January 2020

Job Summary

The post-holder, under the guidance of the Accountant, is responsible for carrying out all accounts clerical duties, initial transactions entry to Pastel, banking, budget tracking, primary record entries, money counting, income reconciliation and filing.

Responsibilities

Standard Payments

- Promptly/timely raise monthly, quarterly and annual standard payments as and when they fall due and ensure they have been dispatched. Some of these are:
 - Foreign Missions
 - Home Missions
 - Fuel
 - Personal Levy
 - Airtime for Phones & Telephone bills
 - Security
 - Insurance
 - Water and Sewerage
 - Electricity bills
 - Medical payments
 - Workers Compensation Fund
 - EFZ
 - Ministry of Lands
 - Registrar of Societies
 - Zampost

- Raise payments for various requests (Cash and Cheques)

- Ensure that requisitions that are submitted have been filled in with all relevant information
- Updating and sending of monthly budgets to each department
- Filing and maintenance of payment vouchers
- Maintenance and updating of CDM+ File
- Preparation of Rhema Management Accounts every month

Income

- Reconciliation of income received from various events
- Preparation of weekly income and attendance report
- Reconciliation and counting weekly Tithes and Offering

Petty Cash

- Ensure safety of the petty cash held
- Handle transactions into and out of the petty cash fund
- Ensure that all cash obtained is retired within 5 working days. Follow the unretired receipts policy for those not retiring on time
- Ensure no requisition is accepted for all those who have not retired their previous requisitions
- Ensure no other income is kept with petty cash fund
- Perform any other duties as may be assigned by the superiors from time to time

Any other duties

- Be loyal to the Senior Pastors and to the Ministry's vision, values and mission
- Provide care, love and encouragement to volunteers with whom you have contact or dealings
- Perform all other duties assigned by the Senior Pastors
- Adhere to the MLFC Staff Statement of Ethics

Qualifications

- Qualified ACCA/CIMA, or Diploma in a related field.
- Proven experience in assisting in an accounts department of a Christian organisation or church
- Ideally familiar with Pastel Software or similar software
- Minimum 2 years Assistant Accounts experience including at least one year experience within a similar non-profit Christian organisation preferred
- Have strong analytical and presentation skills
- Have the ability to develop accounting reports
- Excellent numerical skills and experience in budget management
- Able to handle multiple tasks and deadlines simultaneously
- Strong ICT skills (Excel) will be added advantage
- Have the ability to take responsibility and handle pressure
- Have the ability to think laterally and a desire to grow into a leadership role
- Flexibility in working long hours and occasional weekends during events

- Proven skills of working in a multicultural setup.
- Sharp memory and pays attention to detail
- Respectful communication skills with staff, church members, and business partners

Knowledge and skills

- Successful goal setting, follow-up, and achievement skills
- Ability to focus and specialize on specific tasks
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Positive interpersonal ability, influence and issue free skills
- Ability to maintain confidentiality
- Excellent skills in team-building and volunteer-recruiting
- Excellent collaborative skills
- Skilled and vibrant communicator

Personal Attributes

- Compassionate
- Good Listener
- Visionary
- Self-Motivated