

## CALL FOR APPLICATION

<b>Post</b>	Accountant
<b>Contract</b>	Fixed-Term
<b>Reference No</b>	
<b>Report to</b>	Finance Manager
<b>Role purpose/Summary</b>	The post holder would be responsible for monitoring all the accounts of the company, to assess its current liabilities and to review various risks.
<b>Scope</b>	The post holder would have to process all fiscal data, identify problem areas, and list the same out along with the report to the management.

### SPECIFIC RESPONSIBILITIES

	<b>KEY RESPONSIBILITIES</b>	<b>KEY ACTIONS</b> These set out how the Key Responsibilities will be achieved
		<ul style="list-style-type: none"> <li>• Ensure that all transactions are well documented</li> <li>• Prepare asset, liability, and capital accounts</li> <li>• Prepare, analyse and present financial statements</li> <li>• Keep and maintain all the books in perfect order</li> <li>• Summarize current financial situation by analysing correctly current liabilities, preparing a profit and loss statement and indicating corrective actions that need to be taken.</li> <li>• Audit key documents and verify each transaction</li> <li>• Reconcile financial discrepancies as they arise, after checking out the causes for the same</li> <li>• Ensure that all tax forms are correct.</li> <li>• Attend various meetings, with the view of improving performance and contributes to team effort.</li> <li>• Prepare budget forecast</li> <li>• Report company financial health to the finance manager</li> <li>• Prepare documents for audits and participate in all audits</li> <li>• Ensure the security of financial information and keep regular backups.</li> <li>• Any other task assigned by the supervisor</li> </ul>

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	<b>Working in a safe and ethical manner</b>	Adhere to local and legal requirements. Undertake personal health and safety responsibilities in accordance with H&S legislation and CRID Health & Safety Policy and procedures. Respect confidentiality and adhere to ethical requirements
2	<b>General</b>	Any other duties commensurate with the grade and nature of the role
		Participate in staff development and training sessions as required within the post
		Day to day office management
		The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager

	COMPETENCY CRITERIA	
1	<b>Qualification , training and Knowledge</b>	Undergraduate degree in accounting
		Advanced MS Excel Skills
		An accounting certification is an added advantage (For Example ACCA)
		Solid knowledge of financial and accounting procedures
		Knowledge of financial and fiscal policies is key
		Knowledge of financial regulations
2	<b>Experience</b>	Minimum of 2 years, with 1 year of experience working in a similar position
		Experience of budget monitoring and management in a cost-conscious environment
		Experience using QuickBooks and/or SAGE systems is an advantage.
		Experience of working to tight targets and deadlines
3	<b>Skills &amp; Behaviours</b>	A thorough and methodological approach to work
		Good time management skills
		Proven administrative and time management skills and the ability to effectively prioritise workload
		Maintains total confidence
		Strong interpersonal skills and extremely resourceful
		Excellent organisational ability and attention to detail
		Flexible with ability to multitask and prioritise time and task demands
		Strong interpersonal and communication skills
		Excellent written and oral communication skills in English
		Excellent word processing, spreadsheet and PowerPoint skills
Ability to work co-operatively and productively as a team member as well as independently		

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		Enthusiastic and positive approach to work with good problem-solving skills and the ability to take initiative
<b>Working conditions</b>	Full time, 40 hours per week.	
	(Fixed Term 2 years)	
<b>How to Apply</b>	Send CV and motivation letter to <a href="mailto:crid@crid-cam.net">crid@crid-cam.net</a>	
<b>Deadline for applications</b>	November 06 <sup>th</sup> ,2020	