

Position Overview:

NCBIS is looking for **Accountant & Assets Officer** Responsible for all cash in and cash out. Maintain accurate bookkeeping and routine accounting records.

Proper management, insurance, and physical control of all the school assets including furniture, equipment, stock and other assets.

Reports to: Finance and Compliance Director

Responsibilities
<u>Cash Management</u>
<ul style="list-style-type: none">• Issue cash, credit card & cheques automated receipts for school fees collection.
<ul style="list-style-type: none">• Ensure proper and accurate accounting records are maintained in accordance with school procedures, government requirements and normal accounting practices and make deposits at the bank as required.
<ul style="list-style-type: none">• Maintain transaction data in E- Finance accounting software system.
<ul style="list-style-type: none">• Ensure that all transactions are allocated to correct account codes.
<ul style="list-style-type: none">• Release cash payments to staff and 3rd party and Process petty cash payments (e.g., expenses, cash reimbursement, petty cash advances).
<ul style="list-style-type: none">• Monitor cash balances on daily basis and record balance in cashbook.
<ul style="list-style-type: none">• Ensure that enough petty cash reimbursement is done in timely manner to ensure that there is a sufficient funds available.
<ul style="list-style-type: none">• Monthly reconciliation; Petty cash and Cheques Under collection.
<u>Monitor School Assets</u>
<ul style="list-style-type: none">• Ensure that all assets barcoded and marked as school property via a barcode for ease tracking and reconciliation.
<ul style="list-style-type: none">• Recording school assets in details to the Assets software register “Folletts” and ensure that the system is updated with the receiver and location.
<ul style="list-style-type: none">• Ensure that disposed and write off of any assets shall be made in accordance with the school fiscal policy.
<ul style="list-style-type: none">• Annual physical count for all school assets through a committee and to be reconciled with the assets register and highlight any variances.
<ul style="list-style-type: none">• Calculate Annual depreciation for school assets according to the accounting standards.
<u>Monthly Income/Expense Recording</u>
<ul style="list-style-type: none">• Ensure that monthly income & expenses are manually recorded in the governmental register.• Ensure that annual register is reconciled with the annual financial statement.
<u>Qualifications</u>
<ul style="list-style-type: none">• Bachelor’s Degree in Commerce/ Accounting or related discipline.
<ul style="list-style-type: none">• 5-7 years’ experience in the field of accounting.
<ul style="list-style-type: none">• Excellent knowledge of the Accounting Standards.
<u>Skills</u>
<ul style="list-style-type: none">• Good speaking, reading and writing English.
<ul style="list-style-type: none">• Good computer skills (MS Office. Word, Excel, Outlook, Powerpoint, Access).
<ul style="list-style-type: none">• Good communication skills.

****Interested Candidates to send their CVs on recruitment.wholeschool@ncbis.co.uk**