



EMPLOYEE JOB DESCRIPTION

Job Title	Account Officer	Department	Finance	Position Overview: Supports the Head of Finance. Responsible for providing financial information by maintaining and reconciling accounts; preparing reports.
Reports to	Head, Finance	Employment Status	Full Time	
Supervises	•			

Functions & Responsibilities	Skills / Competence Requirements	Qualification Requirements
<ul style="list-style-type: none"> • Financial management <ul style="list-style-type: none"> ○ Financial reporting and Book keeping <ul style="list-style-type: none"> ▪ Maintain a record of approved expenditure and track disbursement. ▪ Maintain a record of disbursed expenses. ▪ Support the annual budgeting and planning process and monitor budget implementation. ▪ Maintain monthly cashflow projections. ▪ Prepare relevant financial reports ○ Disbursement <ul style="list-style-type: none"> ▪ Ensure all expenses are appropriately approved by the LP prior to disbursement. ▪ Collate requests and present to Lead/associate pastor for approval. ▪ Ensure timely disbursement of approved expenses. 	<ul style="list-style-type: none"> • Accounting skills with reference to IAS/ GAAP • Deadline-Oriented • Reporting Skills • Attention to Detail • Confidentiality • Coordination • Thoroughness • Quality Focus • Objectivity • Ability to think and make good decisions on ones feet • Use of Peachtree software 	<ul style="list-style-type: none"> • Bachelor’s or higher degree in Accounting or Finance • 2-3 years accounting/finance experience • An audit background would be an added background



<ul style="list-style-type: none">▪ Maintain appropriate and auditable evidence of disbursements.○ Banking<ul style="list-style-type: none">▪ Ensure timely and accurate recording and reporting of church collections.▪ Ensure collections during events are deposited in the church accounts within 24 hours of the event holding except events held on Saturdays.▪ Liaise with our bankers to execute banking instructions (including investment mandates).▪ Cash Withdrawal when necessary		
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