

# Accounts Clerk

<b>Job Title</b>	Accounts Clerk	<b>Department</b>	Finance
<b>Reporting To</b>	Senior Accountant	<b>Document Use</b>	Recruitment, Appraisal, Training

## Role Purpose

To support the accuracy and timeliness of day-to-day accounting operations by processing transactions, maintaining financial records, and assisting in basic reconciliations and administrative finance tasks.

## 1. Strategic Contribution

- Support the integrity of routine financial processing and record-keeping.
- Contribute to timely transaction processing and sound document control.
- Assist the finance function in maintaining accurate books and supporting reports.
- Promote compliance with finance procedures and internal controls.

## 2. Key Accountabilities

Key Result Area	Core Responsibilities
Transaction Processing	Process routine financial transactions including invoices, payment requests, petty cash, receipts, journals and ledger entries accurately and within established timelines.
Accounts Administration	Maintain orderly accounting records, filing systems and supporting documents for accounts payable, receivable, cash and general administrative finance matters.
Reconciliations & Verification	Assist in preparing basic reconciliations, verifying balances, checking supporting documentation and flagging discrepancies for review by the Senior Accountant or supervisor.
Data Entry & Record Accuracy	Capture accounting data accurately into the relevant accounting system, maintain up-to-date records and ensure completeness of source documentation.
Support to Month-End Activities	Assist in month-end close activities by preparing schedules, compiling supporting information and responding to internal queries under supervision.
Internal Control & Compliance	Apply established finance procedures, approval requirements and record-retention standards while safeguarding confidentiality of financial information.

## 3. Qualifications, Experience and Competencies

**Education**

- Cambridge Higher School Certificate with a pass at “Principal Level” in Accounting or **ACCA Level 1**
- Certificate in Accounting, Bookkeeping or Finance

**Experience**

- Minimum 3 years of experience in bookkeeping, accounts administration or clerical finance support.
- Knowledge of accounting software (e.g., QuickBooks, Pastel, Sage) and strong MS Excel skills.

**Technical Competencies**

- Basic bookkeeping and accounting principles.
- Invoice processing, filing and record management.
- Data entry accuracy and reconciliation support.
- Use of accounting systems and Microsoft Excel.
- Understanding of basic internal control requirements.

**Behavioural and Professional Competencies**

- High level of accuracy and attention to detail.
- Reliability, integrity and respect for confidentiality.
- Ability to follow procedures and meet deadlines.
- Good interpersonal skills and service orientation.
- Willingness to learn and support team priorities.

**4. Key Performance Indicators**

Performance Area	Illustrative Measures
Transaction Accuracy	Accuracy of processed entries and low error/rework rate.
Timeliness	Processing of invoices, payments and records within defined timelines.
Record Management	Completeness and organisation of supporting documents and finance files.
Reconciliation Support	Timely preparation of schedules and prompt escalation of discrepancies.
Compliance	Adherence to approval procedures, filing standards and control requirements.

**5. Additional Requirements**

- Ability to handle repetitive tasks with sustained accuracy.
- Flexibility to support peak workload periods such as month-end or year-end close.

**6. Document Control**

<b>Prepared / Reviewed By</b>	<b>Approved By</b>
Name: _____ Title: _____ Date: _____	Name: _____ Title: _____ Date: _____