



Job Title:	Accounts Officer I (General)	Job Category:	Finance
Department/Group:	Finance	Job Code/ Req#:	30
Location:	ORIA	Travel Required:	No
Level/Salary Range:	Grade 3	Position Type:	Full Time
Job Holder:			

Job Purpose:

As part of the Finance team, Accounts Officers provide advice support and assistance to the Authority’s wider network of stakeholders including airlines, suppliers, partners and customers as well as other CIAA and Finance team staff.

The Accounts Officer’s primary role is to support and assist the Chief Financial Officer in the administration of the Authority’s financial accounts. Good management decisions rely heavily on accurate and timely presentation of financial information. As such the overall financial health of the Authority is supported through the delivery of effective accounts services. The role is to be performed with high standards of service to external and internal stakeholders.

Dimensions:

As part of a small team, all Accounts Officers are expected to be competent and flexible in all areas of work:

ROLE AND RESPONSIBILITIES

- To be proficient in all areas of the Finance Department, including the functions of Accounts Payable, Payroll, Accounts Receivable, Cash Collections, Audit support, Fixed Asset Accounting, Inventory Management and Bank Reconciliations.
- Preparing and maintaining financial information.
- Reviewing and analysing financial information and drafting reports and statistical analysis.
- Research and resolve issues.
- Reconcile financial information with accounts and bank information.
- Provide advice and support to customers/suppliers.
- Provide advice and support to employees.
- Liaise with auditors and provide schedules as required.
- Filing and document management.
- Maintain process/procedure documentation and support the ERM systems.

Qualifications and Education Requirements

Must have an Associate's Degree in Accounting. Alternately, the preferred candidate will possess a High School Diploma with at least eight (8) years' experience-in at least one key field covering payroll, receivables management, payables, cash collections, bank reconciliation, fixed asset and inventory management. The candidate should demonstrate evidence of ongoing continuous professional development.

ESSENTIAL SKILLS

- Strong numeracy skills.
- Attention to detail and accuracy.
- Organizing skills with the ability to work under pressure and to meet tight time lines.
- Ability to prioritize multiple tasks to meet team deadlines.
- Good verbal and written communication skills.
- Ability to maintain confidentiality.
- Good working knowledge of spreadsheets and use of computerised accounting/payroll systems.
- Ability to learn new processes and support continuous improvement.
- Flexible and strong team player.

WORKING HOURS

This is a full time (40 hours per week) position.

ASSIGNMENT & PLANNING OF WORK

- Work is assigned by the Financial Controller in consultation with the CFO
- Post holder must be self-motivated to achieve objectives without constant supervision.

SUPERVISION OF OTHERS

None

OTHER WORKING RELATIONSHIPS

Occasional liaison with Managers and staff from all departments

SAFETY RESPONSIBILITIES

The Accounting Officer has the following safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and /or any Appendices thereof, including CIAA Safety Management Manual (SMM), Safety Directives, and Safety Advisories.
- To apply system safety measures as required by safety management procedures and Instructions.
- To advise the Safety Office of any safety occurrence or system failure and to identify and report any situation of potential risk or concern affecting system safety.
- Support safety audits as and when they occur.
- Support safety investigations as and when they occur.
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIA SMS training course each calendar year.

ADDITIONAL NOTES

The main challenge is time management. It is essential that timely and accurate reports be prepared to provide management with useful information for financial decision-making.

WORKING CONDITIONS

Working conditions are normal office conditions, occasionally requiring extra time in order to meet planned or imposed deadlines

Reviewed & Accepted by Post-holder:		Date:	
Approved by Manager/Chief:		Date:	Click here to enter a date.
Filed HRIS & Updated by HR:		Date/Time:	