**Recruitment of Account Assistant on Contract**

1. Contract period
	1. 2 years with possibility of extension.
2. Renumeration
	1. Pay scale for S2 level- 18095-365-23570
	2. Regulatory allowance- 45%
	3. Lumpsum allowance-50%
	4. One off 5% indexation
	5. House rent allowance-20%
	6. One off fixed payment- Nu.1500
	7. Contract Allowance – 30% of the basic pay
3. Shortlisting criteria
* Class 10 – 20% + Class XII – 30% + Diploma in FM/A – 50%
1. Term of reference

A Terms of Reference (TOR) for an Accounts Assistant, S2 level, outlines the standard administrative and bookkeeping duties, with an emphasis on accuracy, organizational skills, and adherence to financial guidelines. The S2 level typically indicates a mid-level or experienced assistant role within a structured grading system.

Key duties and responsibilities

* Bookkeeping and general ledger: Record financial transactions, process journal entries, and assist with general ledger maintenance.
* Accounts payable: Process invoices, verify claims from contractors and suppliers against purchase orders, and ensure all payments are made accurately and on time.
* Accounts receivable and credit control: Prepare customer invoices, manage sales ledgers, and follow up on outstanding payments or debts.
* Bank and cash reconciliation: Manage daily petty cash transactions and perform regular bank statement reconciliations to confirm that account balances are correct.
* Financial administration: Maintain an organized and secure system for all financial records and documents, both hard copy and electronic, for easy retrieval and audit purposes.
* Reporting: Assist in the preparation of financial reports, such as monthly payment summaries and other financial statements, as required by superiors.
* Audit support: Collaborate with internal and external auditors during financial reviews by providing necessary documentation and clarifying financial transactions.
* Expense processing: Handle and process employee expense claims and reimbursement requests.
* Administrative support: Liaise with external parties, such as vendors and suppliers, and perform other routine administrative duties as assigned.

Technical skills:

* Proficiency with Microsoft Excel for data analysis and reporting.
* Familiarity with accounting software such as Tally, QuickBooks, or other ERP systems.
* Strong math and analytical skills with keen attention to detail for ensuring accuracy.