

Job Title	Assistant Accountant
Directorate	Finance and Administration
Department	Finance Department
Reporting to	Management Accountant
Salary Grade	N6
Jobs that report to this role	N/A
Job Purpose	
Support the Management Accountant in preparing accurate and realistic budgets and improving budget monitoring and compliance.	
Key Accountabilities	
<ul style="list-style-type: none"> • Assist in the annual budgeting process by gathering financial information, analysing historical data, and providing necessary support for accurate and timely budget submissions. • Prepare and submit monthly and quarterly budget performance reports to management, analysing budget variances and presenting concise insights into the organization's financial performance. • Provide support in preparing submissions to the Parliamentary Committee on Budgeting and other relevant bodies, including reviewing financial data, ensuring regulatory compliance, and assisting in report preparation. • Record, review, summarize, and reconcile cash collection accounts, accurately recording transactions, resolving discrepancies, and maintaining up-to-date financial records. • Prepare journal entries, process transactions, reconcile accounts, and manage general ledger (GL) revenue accounts in accordance with financial regulations and guidelines. • Provide support during annual audits conducted for NITA-U. • Perform any other duties as may be assigned from time to time. 	
Position Requirements	
Education (Level of Education and Qualifications)	
<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, Commerce or Business Administration • Possession of ACCA / CPA is an added advantage. 	

Experience

- Minimum of two years of hands-on working experience in a reputable public, commercial, or donor-funded organization, with at least one year in a similar role

Technical Expertise

- Strong knowledge of GAAP and IFRSs.
- Proficiency in using MS Excel for data analysis.
- Attention to detail and accuracy in financial record-keeping.
- Ability to perform financial analysis and generate reports.
- Understanding of revenue accounting principles.
- Knowledge of regulatory requirements and compliance in financial management.

Nature and Scope

Interpersonal Skills

- Excellent communication skills, both written and verbal.
- Strong analytical and problem-solving abilities.
- Ability to work independently and as part of a team.
- High level of integrity and ethics.
- Strong organizational and time management skills.

Level of responsibility

- No direct line of supervision.