

## **ACCOUNTING OFFICER**

### **The Role**

The position reports to the various District/Park/Area Managers where appropriate and the incumbent's role is to exercise effective management of the finance function at the District/Park/Area Office.

### **Key Responsibilities**

- Prepares in collaboration with the District/Park/Area Manager, annual budgets for the District/Park/Area Office.
- Monitors to ensure that District/Park/Area Office Office raises right bill and collect revenue from concessionaries at the right time and right amounts.
- Prepares and submits periodic report to Head Office on revenue collection in the District/Park/Area Office..
- Prepares and submits quarterly request to Head Office for funds allocation.
- Prepares payment vouchers for payment of allowances and purchases.
- Prepares Bank reconciliation statements
- Prepares and submit expenditure returns periodically to Head Office.
- Vets payment vouchers from District/Park/Area Office.
- Performs any other duties that may be assigned from time to

### **Desired Qualification and Experience**

#### **Academic/Professional Qualification**

1. The Ideal candidates must be University Graduates preferably in Business Administration (Accounting option) or
2. Part II of ICA (Gh) /ACCA / CIMA

- **Work Experience**

3. A minimum of one (1) year post qualification work experience
4. Must have completed one (1) year National Service.

## **Desired Competencies**

The Ideal candidates are expected to have the following critical competencies:

- Familiarity with royalty billing system using Sunsystem Software
  - Ability to analyse and interpret financial statements
  - Ability to general Financial Reports
  - Ability to work in teams
- Strong financial and people management skills

## **Mode of Application**

Interested persons who meet the above – mentioned person specifications may apply by sending their application with recent Curriculum Vitae to the following email address:

**[recruitment.hq@fcghana.org](mailto:recruitment.hq@fcghana.org)**

Not later than **October 12, 2021**

Only shortlisted candidates would be contacted