

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Cashier Accountant

REPORTS TO: Project Finance and Admin Officer

REPORTING TO POSTHOLDER: None

LOCATION: Halaba Kulito with frequent travel to project implementation site

DURATION & HOURS: two years with 60 working days probation period

SALARY: GBP 443 per month

PURPOSE OF THE ROLE

The purpose of the Cashier accountant position is to provide secretarial, record keeping and office support services, handles & manage petty cash of the project, effect payments. In addition, she/he support the Project Finance and Admin Officer to administer, control, monitor, support asset and materials management and periodically summarize the extent of financial operations and performance of the project. She/he provides effective and efficient support and advice to the immediate supervisor and project team as required.

KEY TASKS AND RESPONSIBILITIES

Key areas of responsibilities are:

- Prepare payments documents, attendance sheets and others on all payments the projects are making.
- Manage project petty cash including preparing of payment and preparation of monthly petty cash reconciliation
- Handles and manage project's petty cash in a generally accepted standard norm.
- Prepare monthly petty cash reports to submit to the designated supervisor
- Review all payments against the budget and established rules and regulations.
- Assist the supervisor to review/ analyse monthly budget monitoring report for timely comment and if any adjustment
- Manage the operations of the project compound including telephone, electricity and water, manage office transport
- Handle all materials purchased and stored in proper manner including fuel coupon and follow up for on time utilization of the materials with the respective staff.
- Conduct payment, purchase and collect project materials, deliver all materials purchased and stored to be used for intended purpose with a checking by Project Finance and Admin Officer and approved by PC
- Assist line manager in verification of source documents for proper approval/authorization before they are filed and recorded;
- Assist in staff recruitment and disciplinary issues.
- Develop close working relationships with all staff
- Develop and implement a system to ensure efficient use and safety of the project equipment, including timely and appropriate maintenance and monitoring of costs

- Conduct payment for different purchases, community and partners staff trainings, project staff and any other payments checked by project finance and admin and approved by project coordinator
- Ensures that all unused official documents and vouchers of the organization are properly registered and are available in sufficient quantity.
- Maintains filing of financial documents and reports;
- Reports and follows up outstanding & unsettled payments and receipts.
- Maintain office records and reference files on various subjects for easy access and reference;
- Prepare a monthly petty cash report and submit to the line manager.
- Handle all incoming and outgoing correspondences, file in a chronological order
- Assist in ensuring that all procurement documents field in a good manner;
- Keeps projects plan document for procurement in a separate file for reference;
- Ensures that accuracy of procurement documents and integrity of the procurement process;
- Make sure to follow the procedures of the procurement Manual;

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
BA Degree OR Diploma in accounting, finance or related fields from recognized college.	
Experience	
Four years of relevant work experience for diploma holders and two years of relevant work experience for degree holders	
experience on store management	
Skills & abilities	
Computer skills in Word, Excel, Access and QuickBooks	
Familiarity with office equipment operation	
Co-operative and willingness to work under pressure	
Respect culture, belief and traditions of rural and semi urban communities	
Willingness to give a chance/opportunity to others	
Value the knowledge and ability of the community	
Ability to adapt to the existing environment	
Willingness to multi-task and work on own initiative	
Good team player and team builder	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT: Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDLED: Our teams and partners work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL: We deliver long lasting change for farmers, their families, and the environments they live in.

BOLD: We model innovative approaches and are not afraid to challenge strategies that are failing.

Those who meet the above requirements should submit their short CV (maximum of 4 pages) and a cover letter (maximum 1 page) to <https://airtable.com/apprdh3IBD6htyM4i/shrNBjM5HcbeNMHD0> by **20 Oct 2024**.

Only short-listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).