

Terms of Reference

JOB TITLE/POSITION : Accountant
DEPARTMENT/SECTION : Revenue & Accounts
REPORTS TO : Revenue & Accounts Manager

RESPONSIBILITIES

- Processing of foreign and local vendor payments related to Heli Service Division
- Processing of DSA and advances for Heli Service Division staff and the subsequent settlement
- Booking of monthly stores and fuel consumption in the system
- Settlement of utility bills, rental and office tea expenses for the Heli Service Division
- Processing of DSA and advances for Quality & Safety , CEO and CSD staff travels
- Should be able to carry out additional tasks assigned by the supervisor

REQUIRED QUALIFICATIONS (Competencies)

- Should have a minimum of class 12 pass with Commercerc background