

## Terms of Reference

**JOB TITLE/POSITION** : Associate Accounts Officer  
**DEPARTMENT/SECTION** : Treasury & Finance  
**REPORTS TO** : Finance Manager

## RESPONSIBILITIES

- Prepare budgets, forecasts, and financial reports to support strategic decision making
- Maintaining the loan schedules of the company
- Monitor and manage cash flow, ensuring sufficient liquidity for the operational needs and investments
- Analyze sector costs and implement measures to control expenses and improve profitability
- Work out the monthly interest payment and pass the necessary entries in the system
- Compile monthly aircraft fuel rates from the stations and update in the sector cost
- Should be able to carry out additional assigned by supervisor

## REQUIRED QUALIFICATIONS (Competencies)

- Should have a minimum of bachelor's degree in B. Com / BBA / BBM (with Accounts).