

Terms of Reference

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

RESPONSIBILITIES

- Disbursement of monthly staff salaries
- Processing of DSA and advances for HR & Administration and the subsequent settlement
- Disbursement of monthly staff loans and Group Insurance Scheme (GIS)
- Remittance of monthly TDS on salaries to RRCO
- Should be able to carry out additional tasks assigned by the supervisor

REQUIRED QUALIFICATIONS (Competencies)

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