



Job Description for the Young Professional General Accountant

Reporting to the Chief Financial Officer, the Young Professional General Accountant during the 12 months training, will assist the Investments /General Accountant in the maintenance of accurate accounts, as per approved policies and procedures.

The Young Professional will perform in particular the following functions and duties:

- Assist to develop, maintain and implement proper operational controls for financial efficiency;
- Co-ordinate payments to suppliers/creditors ensuring payments are made within the agreed date;
- Assist in preparing monthly financial performance and financial position reports, cash-flow projections, including periodic financial reports;
- Undertake the reconciliation of balance sheet accounts relating to business transactions on a monthly basis;
- Assist in preparing the annual Financial Statements in according to IFRS;
- Assist Underwriters in financial appraisals and financial risk analysis;
- Ensure complete operational compliance with financial manuals, Board and Management financial instructions and applicable Loan and Banking Agreements;
- Recording investment transactions in Syndil investment software;
- Preparing investment instructions for execution by fund managers;
- Recording claim provisions on a monthly basis;
- Processing claim payments;
- Assisting with investments and claims reconciliations;
- Any Adhoc tasks that may arise within the Finance unit.

Qualifications & Skills

- Be a citizen of a [member country of ATI](#);
- Be 35 years of age or younger by December 2021;
- 2-3 years' experience

- A Master's degree in Business Administration (MBA), Finance or Accounting Option
- Bachelor of Commerce degree in Accounting or Finance;
- Professional accounting qualifications e.g. CPA or ACCA;
- Data and analytic skills will be an added advantage;
- Knowledge of basic accounting procedures;
- Computer literacy and familiarity with standard office computer applications;
- Excellent interpersonal and communication skills;
- Ability to work under pressure and meet deadlines;
- Good planning and organisation skills;
- Ability to prioritize tasks.