

Position Description

Position Title	Clerk (Finance)
Reporting to Position Title	Manager/Supervisor (Finance)

1.0 Overall Purpose Of The Position

To perform general accounting functions, maintain accounting records and perform other related duties in the Finance Unit.

2.0 Main Responsibilities

- Maintains general ledger including the preparation and inputting of journal entries on a daily basis;
- Reconciles bank accounts and statements;
- Takes corrective action when necessary and where action does not involve any variations from normal practice or policies;
- Records purchase orders for accruals and checks their approvals and ensures that the Bank's expenditure procedure is being adhered to;
- Checks invoices and distributes them for authorisation according to the Bank's policies, monitors their progress and ensures that payments will be effected within reasonable timeframes;
- Computes, records and analyses costs and expenses per each branch/unit;
- Answers queries from suppliers and employees regarding invoices and claims lodged;
- Assists in the preparation of the payment run by preparing and maintaining the creditors schedule, recording the prepayments and accruals, preparing the payments, issuing the Bills Payables and refer them for signature;

- Performs standard office procedures including answering phone calls, ordering supplies and typing;
- Files all documents, papers, letters and records including the creditors/non creditors' vouchers for quick and easy access and for retrieval of information; to maintain and update files and to ensure that all outgoing files are registered, easily traced and tagged;
- Ensures that the petty cash is maintained appropriately;
- Compiles all payroll related information on the system and carries out the payroll run on a monthly basis as required by the Bank's procedures;
- Ensures a high quality/standard of work and service throughout;
- Performs any other duties which may be assigned from time to time.

3.0 Skills and Knowledge Required

- Good organisational skills;
- Good team player;
- Must have a good working knowledge of computer software, like wordprocessing, spreadsheets and presentation programmes.
- Must be tactful, courteous and show initiative in handling routine problems.
- Must have customer care skills;
- Good oral and written communication skills.