JOB DESCRIPTION / POSITION PROFILE

Assistant Accountant - Revenue

JOB TITLE	SALARY SCALE
Assistant Accountant - Revenue	MNSL 5
REPORTS TO	**SUPERVISES**
Accountant	Nil

Job Purpose

To support revenue management, collection, recording, and reporting functions to ensure accuracy, timeliness, and compliance with financial policies.

Key duties and responsibilities

01 Prepares invoices and bills for clients and tenants in accordance with contractual obligations.

02 Receives, records, and reconciles all revenue collections, including cash, mobile money, and bank transfers.

03 Maintains accurate records of daily revenue transactions and prepares revenue summaries.

04 Monitors revenue accounts and flags discrepancies or delays in collections.

05 Reconciles revenue ledgers with bank statements and identifies variances.

06 Supports the preparation of periodic revenue reports and forecasts.

07 Ensures proper filing of financial documents related to revenue collection.

08 Assists in the implementation of internal controls related to revenue management.

Person specifications

Academic Qualifications

i. An Honors Bachelor's Degree in Accounting, Finance, Commerce, or Business Administration (Accounting or Finance option) from a recognized institution.

ii. Level II of a professional qualification such as ACCA or CPA.

Working Experience

Two (2) years relevant working experience at similar level in a reputable organization.

Competencies

Technical	Behavioral
• Revenue Accounting	• Integrity and Accountability
• Bank and Ledger Reconciliations	• Attention to Detail
• Financial Reporting	• Analytical Thinking
• Knowledge of Accounting Software	• Time Management
• Records Management	• Communication and Teamwork