

JOB SPECIFICATION

POST	ACCOUNTS OFFICER
SALARY	Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 – (CWA 40 – PRB 2021)
QUALIFICATIONS	<p>At least Cambridge School Certificate Grade II and A.C.C.A Level I or an alternative qualification acceptable to the Authority;</p> <p>WITH</p> <p>A minimum of three years experience in performing Accounting duties</p> <p>(Officers in the service of the Authority with the above qualification and experience may firstly on merit and secondly on the basis of seniority be promoted to the post of Accounts Officer)</p>
DUTIES	<ul style="list-style-type: none">(i) To be in charge of a Revenue/Expenditure Section.(ii) To follow-up and report on Debtors – Water Sales/Creditors – expenditure control accounts and on loans and crown Agents Accounts.(iii) To compute pensions, gratuities of officers and servants and to advise about payments to be effected to creditors generally.(iv) To reply to queries from consumers/ employees/ creditors and to submit files of employees of Finance Division to Accountant for their confidential report and grant of increments.(v) To submit monthly to Senior Accounts Officer bank reconciliation statement (Expenditure/Receipts – Recurrent and Capital).(vi) To submit (after consultation) to Meter Reading Supervisors list of debtors who should be disconnected and those who should be sued and to report monthly on the Computer Statistics.(vii) To assist Senior Accounts Officer in the preparation of budgets and in collecting data for final accounts.(viii) To be in charge of Registers of Assets making additions/deletions.(ix) To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.