

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE
Job Profile of Accounts Officer

Title of the position: Accounts Officer.	Location of the job (Department & Division): Finance & Admin. Division
Number of subordinates: 0	Reports to: Account Team Leader
Mission/ Core purpose of the job (short description)	
To maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys and transaction. To ensure effective and optimal utilization and allocation of financial resources to all arms of the business.	
Key performance area Core, essential responsibilities/ outputs of the position (KPA's)	
Role complexity: <ul style="list-style-type: none"> • Account recievable • • Data gathering • Record Management • Documentation • Basic auditing skills 	
Task complexity: <ul style="list-style-type: none"> • Follow-up on relevant bank personnel to ensure prompt delivery of bank statements. • Ensure the Implementation of financial and banking policies and procedures • Establish, maintain and reconcile the general ledger • Prepare and reconcile bank statements • Processes suppliers invoices and payments • Establish and Maintain the purchase order system • Ensure data is entered into the system appropriately • Ensure transactions are properly recorded and entered into the computerized accounting system • Proactively call over transactions to ensure accuracy. • Follow up on Bank personnel to ensure timely resolution of identified payment issues. • Conduct monthly reconciliations of payment reports to the bank statement. • Maintain compliance with the necessary controls in the processing of credit and debit notes. • Proactively identify and flag accounts with unusual balances. • Perform other tasks as may be assigned from time to time by the finance team lead. 	

Supervisory Complexity: <ul style="list-style-type: none"> • None.
Leadership Complexity: <ul style="list-style-type: none"> • None.
Managerial complexity: <ul style="list-style-type: none"> • None.
Creativities (improvement/ innovation inherent): <ul style="list-style-type: none"> • Devise effective means of accomplishing assigned tasks

Vulnerabilities (control span) <ul style="list-style-type: none"> • Lack of adherence to service level agreements • Interdepartmental dependencies
Collaboration
Responsibility towards: <ul style="list-style-type: none"> • Direct report: None • Matrix report: None • Key customer: Company's staff • Key supplier: Banks and other NEITI stakeholders • Relations: Other departments/units
Discretionary space
Independent thought and Judgment: <ul style="list-style-type: none"> • Adherence to established policies and procedures. • Exhibition of NEITI values
Minimum Requirements
Education: <ul style="list-style-type: none"> • B.Sc. or Higher National Diploma in Accounting/Business Administration/Finance or any relevant field
Experience: <ul style="list-style-type: none"> • At least 5 year relevant experience out of which 2 years in similar role.
Training: <ul style="list-style-type: none"> • Basic Computer Skills • Basic Accounting. • Reporting /Business Writing • Time Management • Customer Service /Relationship Management
Competencies
Knowledge: <ul style="list-style-type: none"> • Accounts payable and accounts receivables • Generally accepted accounting principles • Fund accounting

- Preparation of financial statements
- Preparation of financial reports
- Municipal services
- Basics Office Administration.
- Systems Use and Operation.
- MS Office
- Budgeting and budget control
- NEITI Policies & Procedures

- Skills/ physical competencies:**
- Interpersonal skills.
 - Problem solving.
 - Analytical skills.
 - Time Management skills.
 - Communication skills at all levels.
 - Reporting skills.

- Behavioural qualities:**
- Integrity and transparency.
 - Good work habit with minimal turnaround time.
 - Enthusiasm and zeal towards work

General working conditions (e.g. shift work, specific tools, special clothing, environmental requirements, etc.)

- Normal hours
- May be required to work extended work hours

Quality Standards

- Ensure internal customer satisfaction
- Ensure achievement of agreed KPI's
- Ensure that the client/customer experience lives up to the brand promise

Sign-off / Approval

HR Manager:	Director F&A:	CEO:
Date:	Date:	Date: