



GHANA ACADEMY OF ARTS AND SCIENCES

Ghana's premier learned society

VACANCY FOR ACCOUNTING ASSISTANT

Job Description:

The Accounting Assistant will support the Accounts Office to prepare accounts and tax returns, administering payrolls, controlling income and expenditure and generally keep the financial books of the Academy.

Qualifications and Skills Required

1. Bachelor's Degree in Accounting
2. Must have at least two years experience as an Accounting Assistant
3. Good attention to detail and excellent analytical skills
4. Good organisation and time-keeping skills
5. Excellent reporting skills
6. Accounting software skills
7. Microsoft Office Suite software skills
8. Ability to work under pressure with little supervision
9. Ability to multitask

Key Responsibilities and Tasks:

- Keep Imprest for Petty Cash and Fuel
- Write the Fellows' ledger and keeps proper records of Fellows' Accounts
- Sell the Academy's publications
- Keep the Stores of the Academy
- Write Receipts and pay Cash/Cheques to Bank
- Write Lodgment and Disbursement Cash Books
- Prepare Bank Reconciliation for all Academy Accounts
- Prepare monthly returns
- Process warrants on GIFMIS
- Prepare Withholding Tax Schedules and ensure compliance with payment reporting and other tax related issues
- Write payment vouchers and do cashiering duties
- Establish cordial relationships with personnel in all departments
- Perform any other duty assigned by the Executive Secretary

ALL APPLICATIONS SHOULD BE ADDRESSED AND EMAILED TO THE

HONORARY SECRETARY:

vacancies@gaas-gh.org

NB: ONLY SHORTLISTED APPLICANTS SHALL BE CONTACTED

CLOSING DATE: 17 SEPTEMBER, 2021