

ACCOUNTS CLERK: SOURCE GHANA

JOD DESCRIPTION

Job Title: Accounts Clerk
Job location: Delegation of the European Union to Ghana
Area of Activity: Administration
Category and Career: III

JOB CONTENT

Overall Purpose:

- To provide financial and administrative assistance to the administrative section under the direct supervision of the Head of Administration and in close collaboration with the Accountant (Administrative Assistant)
- To analyse financial information and assist in preparing the monthly financial report for the Imprest Account
- To carry out general office work of secretarial nature as directed

Functions and duties:

Financial Initiating Agent in Accounting System (ABAC)

- ✓ Encoding of invoices, preparation of Payment Requests and Payment Orders, screening of supporting documents, verifying the third parties data.
- ✓ Registration of third parties and their bank details (Legal Entity Form and Bank file). Follow-up with Headquarters
- ✓ Processing of missions and plane ticket payments
- ✓ Processing of medical bills from various hospitals
- ✓ Processing of Rent Advance payment for expatriate staff
- ✓ Processing reimbursement of representation cost
- ✓ Reimbursements of expenses related to the Residence
- ✓ Register separately the recoverable VAT under the appropriate suspense accounts
- ✓ Link good receipts to invoice when asset is acquired

Petty Cash

- ✓ Management of the Petty Cash (GHS) according to the EEAS rules
- ✓ Voucher entry and reconciliation of cash payments in excel Journal
- ✓ Reimbursements of small expenses

Budget Management System for Delegations (BUDGDEL)

- ✓ Budget monitoring to ensure funds are always available when needed
- ✓ Create budget requests for specific expenses and commit same in ABAC
- ✓ Select and link posting criteria to the appropriate commitment in ABAC

Execution of Payment on Local Bank

- ✓ Verification of the authorizations to pay from Headquarters (LOCPAY)
- ✓ Encoding payments for suppliers or third parties on the online banking payment platform.
- ✓ Prepare bank transfers and issue cheques when necessary

Filing

- ✓ Regular labelling and filing of payments and other documents

Others Tasks

- ✓ Assist with the justifying documents for Ex-post-control transactions
- ✓ Issue VRPOs - VAT Relief Purchase Order for all tax invoices and keep a separate record in excel for the GRA
- ✓ Process TIN number registration and handle VAT refund for expatriate staff
- ✓ Follow-up on suppliers for the submission of bills
- ✓ Act as backup for the Accountant (Administrative Assistant) during absences
- ✓ Any additional requests from the Head of Administration or the Head of Delegation