



JOB DESCRIPTION

Job Title	Assistant Accountant
Management Level	Level 9
Department	Finance Function
Reporting To	Accountant
Direct Reports	None

Overall Purpose:

To support the Finance function in maintaining accurate and complete accounting records, processing routine accounting transactions, preparing reconciliations, supporting payroll and maintaining financial documentation required for reporting, audit and statutory compliance.

Key Responsibilities

- Prepare bank and other assigned account reconciliations.
- Process journals, accruals, prepayments and other routine accounting entries.
- Maintain supporting accounting schedules and documentation.
- Assist in account analysis, reconstruction and preparation of audit schedules.
- Support supplier reconciliations and preparation of payment documentation.
- Support payroll processing and preparation of payroll journals and schedules.
- Maintain the Fixed Asset Register and supporting depreciation schedules.
- Monitor member accounts and support statement preparation and reconciliation.
- Coordinate the collection of required financial documentation from Club departments.
- Maintain complete and audit-ready financial records in accordance with established procedures.
- Respond to routine staff and member finance queries and escalate unresolved or unusual matters to the Accountant.
- Support the Finance team in complying with approved financial procedures and internal controls.
- Perform any other duties reasonably assigned by the Supervisor.

Key Measures of Performance

Key Result Area	KPI	Measure
Bank and account reconciliations	Reconciliation Accuracy	Accuracy and completeness of assigned reconciliations
Accounting entries and records	Transaction Accuracy	Accuracy and completeness of journals, accruals, prepayments and accounting records
Accounting schedules	Schedule Accuracy	Accuracy and timely maintenance of supporting schedules
Supplier reconciliation	Reconciliation Timeliness	Timely and accurate reconciliation of supplier accounts



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Payroll support	Payroll Processing Accuracy	Accuracy and timely preparation of payroll-related schedules and journals
Fixed asset records	Asset Register Accuracy	Accuracy and completeness of the Fixed Asset Register and supporting schedules
Member account support	Account Accuracy	Accuracy of member account records and reconciliations
Audit documentation	Audit Readiness	Completeness, accessibility and proper maintenance of supporting documentation
Records management	Records Compliance	Proper filing, retrieval and retention of financial records
Finance query support	Query Resolution	Timely and accurate response to routine finance queries

Minimum Qualifications & Experience

Requirement	Minimum Requirement
Academic Qualification	Diploma in Commerce, Accounting or related field
Professional Certification	CPA Level 4–5 in progress
Other Knowledge	Knowledge in Basic accounting, Bank reconciliations, Journals and ledgers, Payroll accounting, Fixed assets, Member accounts, Audit documentation, Financial filing, Accounting systems.
Experience	Requires 1–2 years' relevant experience in accounting or finance, with demonstrated ability to independently perform routine accounting transactions, reconciliations, financial records management and other assigned Finance activities.

Key Relationships

Internal	
Contact	Nature of Interaction
Accountant	Receives direction, submits accounting records and reconciliations, and escalates accounting issues.
Assistant Manager, Finance	Provides accounting information and supporting documentation as required.
Finance Team	Coordinates routine accounting activities and sharing of financial information and records.
All Club Departments	Obtains financial documentation and resolves routine accounting and transaction-related queries.

External

Contact	Nature of Interaction
Club Members	Responds to routine account and billing queries as delegated.
Suppliers and Service Providers	Supports invoice verification, account reconciliation and resolution of routine payment-related matters.



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External Auditors	Provides financial records and supporting documentation as directed by the Accountant.
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Agreed and accepted by:

Job Holder Signature	_____ Date: _____
Line Manager Signature	_____ Date: _____
HR Manager Signature	_____ Date: _____
General Manager Signature	_____ Date: _____