

VACANCY ANNOUNCEMENT

A Public Regulatory body seeks a suitably qualified person to fill the position of

REGIONAL ACCOUNT OFFICER

Responsibilities will include:

- Provide support in performing financial activities; including recording, reporting and reconciling financial transactions for PURC from all the Commission's Regional Offices.
- Prepare payment vouchers and process through the General Ledger for approval/payment.
- Reconcile General Ledger for review by Supervisor.
- Prepare monthly bank reconciliation statements from the regional offices for review by Supervisor.
- Coordinate bank transactions and conduct reconciliation activities on monthly/periodic basis from the regional offices.
- Prepare journal entries through the General Ledger for review by the Supervisor.
- Maintain and reconcile Account Receivables and Payables.
- Prepare monthly expenditure reports for review by the Supervisor.
- Prepare Petty Cash for review and approval by the Supervisor.
- Maintain and update records of all accounting transactions at the Regional Offices.
- Provide support in annual audit activities.
- Prepare monthly/quarterly financial reports (i.e. Income Statements, Balance Sheet, etc.).
- Perform any other duty assigned by Supervisor.

EDUCATION/ EXPERIENCE

- Bachelor's degree in Accounting, Finance, Commerce or equivalent professional qualification.

EXPERIENCE

- At least two (2) years working experience.

KNOWLEDGE AND SKILLS

- Knowledge in the use of accounting methodologies and tools.
- Knowledge of the Accounting Standards and related regulations.
- Knowledge/understanding of the operations of utility service providers.
- Basic knowledge in public sector accounting.
- Good oral and written communication skills
- Absolute discretion when dealing with confidential information.
- Ability to meet deadlines.
- Attention to details.
- Analytical skills.
- Good interpersonal skills.
- Knowledge in the use of accounting software and tools, Microsoft Word, PowerPoint and Excel.

MODE OF APPLICATION

Interested persons should submit their application together with CVs, photocopies of certificates and two referees to:

**The Executive Secretary
P. O. Box CT 3095
Cantonments – Accra**

Or personally delivered at the Commission's office at

**No 53 Liberation Road
Adjacent to Accra Regional Hospital
Ridge - Accra**

Not later than 2 weeks from the date of the publication of this advertisement.

NB: Please note that only shortlisted applicants will be contacted.