



**NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND**

UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURE

**SCHEME OF SERVICE**

**Organisation** : Nelson Mandela Centre for African Culture Trust Fund (NMCAC)

**Post** : Accounts Officer

**Salary** : Rs22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 - 38350 (NMCAC 9)

**Effective Date**: 29<sup>th</sup> August 2018

**Qualification** : A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

**Note:**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate with passes in Mathematics or Accounting obtained one certificate or Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level”.



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C. A Diploma in Accounting from a recognised institution or Passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge)

Or

Equivalent qualifications to A, B and C above acceptable to the Board.

D. Candidates should also-

- (i) reckon at least two years' experience in financial duties; and
- (ii) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience/knowledge claimed.

**Duties:**

1. To compile schedules and information required for the preparation of statutory reports, annual estimates and final accounts and other reports, as required.
2. To maintain accounting records such as cash flow budgets and financial forecasts.
3. To review reconciliation and ensure smooth follow-up of outstanding items e.g., bank reconciliation statement, prompt banking and payment.
4. To prepare payroll and examine vouchers before payment.
5. To prepare cheques, statement of quarterly expenses and forecast for next quarterly expenses
6. To effect Ledger and Journal entries