



## **ASSOCIATION OF NATIONAL OLYMPIC COMMITTEES OF AFRICA (ANOCA)**

### **JOB DESCRIPTION**

**TITLE: ACCOUNTANT**  
**REPORTING TO: FINANCE DIRECTOR**  
**REFERENCE: ANOCA/HR/ACC/002/2022**

#### **Main Responsibilities**

- Handle bank transactions, manage relationship with banks and provide monthly report to Finance Director
- Prepare monthly bank reconciliation to be approved by the Finance Director
- Prepare and present daily financial obligation to Finance Director for approval and payment
- Record and keep daily transaction manual
- Ensure effectiveness of service providers to meet contractual agreement and prepare payment
- Liaise with Tax Authorities and ensure compliance
- Under the supervision of the Finance Director, control and maintain the store
- Assist the Finance Director to prepare final accounts for the External Auditors
- Assist NOCs to access funds as provided on the budget and Olympic Solidarity programmes
- Monitor, ensure proper and timely financial reports from NOCs
- Provide weekly NOCs financial reports to the Finance Director for approval and upload to SharePoint
- Carry out any other duties as delegated by the Finance Director

#### **Requirements**

- Bachelors Degree in Accounting or equivalent
- Postgraduate qualification and professional qualification will be an added advantage
- Experience in financial and management accounting
- Knowledgeable in financial and management software
- Experience in Olympic Solidarity programmes and financial reporting is an added advantage
- Proficiency in computer usage and computer software such as MSWord, MS Excel, PowerPoint, and other accounting or management software
- Strong oral and written communication skills
- Fluency in either English or French is required
- Understanding of the Sports industry, in particular the Olympic movement will be an added advantage.