



Date Updated: 26 Feb 2008

**JOB DESCRIPTION**

**POSITION:** Finance & Accounts Assistant  
**NAME:**  
**DEPARTMENT:** Intrepid Marrakech  
**REPORTING TO:** Finance Manager, Intrepid Marrakech  
**DIRECT REPORTS:** Nil

**POSITION PURPOSE:**

The responsibility of the Finance & Accounts Assistant is to ensure the accurate and timely recording and reconciliation of the financial transactions of the company, including the administration of leader money and accounts.

**QUALIFICATIONS AND EXPERIENCE**

Strong background and experience in book keeping, accounts payable and/or other accounts functions  
 Data Processing ability  
 Competent in Excel and other Microsoft Office products  
 Experience in the use of accounting packages  
 Ability to communicate in English and French (spoken and written)

**OTHER SKILLS AND ATTRIBUTES**

An understanding of regional culture and business etiquette  
 Ability to learn new computer packages  
 Aptitude with numbers  
 Ability to achieve deadlines  
 Ability to work under pressure while maintaining accuracy  
 A willingness to work regular office hours with some flexibility  
 Outstanding organisational skills and attention to detail  
 Initiative to develop more efficient methods  
 A sense of humour and a smile!  
 Some travel experience and a passion for the region

**OTHER REQUIREMENTS**

To attend office meetings

Accountabilities	Key Performance Indicators	Specific Targets
Accounts payable	<ul style="list-style-type: none"> <li>Time within which accounts paid</li> </ul>	<ul style="list-style-type: none"> <li>General accounts payable paid according to F&amp;A processes and timelines</li> <li>Other accounts paid according to contracts</li> </ul>
Bank account reconciliations	<ul style="list-style-type: none"> <li>Date reconciled</li> <li>Outstanding items – length of stay</li> </ul>	<ul style="list-style-type: none"> <li>All bank accounts reconciled according to specified timeframes</li> <li>Reconciliation of unresolved items not outstanding for more than one month</li> </ul>
Payroll	<ul style="list-style-type: none"> <li>Date sent</li> <li>Completion</li> </ul>	<ul style="list-style-type: none"> <li>All Office pays deposited monthly, according to F&amp;A processes and timelines</li> <li>Leader pays deposited monthly, according to the F&amp;A processes and timelines</li> <li>All statutory obligations adhered to</li> </ul>
General ledger reconciliations	<ul style="list-style-type: none"> <li>Date reconciled</li> <li>Outstanding items – length of stay</li> </ul>	<ul style="list-style-type: none"> <li>Reconciled within month following month end</li> <li>Reconciliation of unresolved items not outstanding</li> </ul>
Leader accounts	<ul style="list-style-type: none"> <li>Completion time</li> <li>Accuracy</li> </ul>	<ul style="list-style-type: none"> <li>According to F&amp;A processes and timelines</li> </ul>
Leaders' money	<ul style="list-style-type: none"> <li>Completion time of processing of leaders' money</li> <li>Cards provided on time for leaders to commence trips</li> </ul>	<ul style="list-style-type: none"> <li>All approved money processed according to F&amp;A processes and timelines.</li> </ul>
Direct Pay Operators	<ul style="list-style-type: none"> <li>Date direct payments made</li> <li>Payments reconciled or recognised</li> </ul>	<ul style="list-style-type: none"> <li>According to contracts and F&amp;A processes and timelines</li> </ul>

	as prepaid	
Invoicing	<ul style="list-style-type: none"> <li>• Accuracy and timeliness</li> </ul>	<ul style="list-style-type: none"> <li>• According to SLA requirements</li> </ul>

### KEY ACTIVITIES TO DELIVER ACCOUNTABILITIES

Accountabilities	Key Activities
Accounts payable	<ul style="list-style-type: none"> <li>• Receipting</li> <li>• Processing of refunds</li> <li>• Checking, follow up, queries, resolution, entry and payment of operators and other invoices</li> </ul>
Bank account reconciliations	<ul style="list-style-type: none"> <li>• All bank accounts including office and leader visas</li> <li>• Enter fees, other charges and interest</li> <li>• Enter travel accounts for office staff and office visa reconciliations</li> <li>• Reconcile bank statements</li> <li>• Research and repair anomalies</li> </ul>
Payroll	<ul style="list-style-type: none"> <li>• Collate information including salary adjustments, leave forms and timesheets</li> <li>• Run pay runs for office based staff and leaders</li> <li>• Respond in a timely manner to all payroll queries from employees and managers</li> <li>• Run leave reports and distribute to managers</li> <li>• Compile and distribute annual and other legislative reporting requirements and statements for payroll.</li> <li>• Comply with other statutory requirements that may arise from time to time.</li> </ul>
General ledger reconciliations	<ul style="list-style-type: none"> <li>• Reconcile general ledger accounts as arranged by the Accountant</li> <li>• Reconcile sub-ledger cards as arranged by the Accountant. Research items that need to be cleared and clear outstanding items</li> <li>• Ensure that all reconciliations are filed in an agreed, consolidated and logical manner.</li> </ul>
Leader accounts	<ul style="list-style-type: none"> <li>• Ensure accuracy of leader accounts</li> <li>• Drive timely submission of accounts by leaders</li> <li>• Create a system to adapt to changes in local payments</li> <li>• Reconcile ending cash on hand with opening balances in their next accounts</li> <li>• Reconcile cash between leaders within one month of the month end</li> <li>• Reconcile payments between accounts for future and past trip payments</li> <li>• Drive timely submission of accounts packets by leaders</li> <li>• Reconcile accounts to packets where anomalies occur</li> <li>• Reconcile local payments</li> <li>• Introduce further reconciliations where possible</li> <li>• Correspond with leaders and the Ground &amp; Operations Manager where issues arise</li> <li>• Provide feedback to the Operations Manager to educate leaders on accounts</li> <li>• Conduct spot audits</li> <li>• Receipt and appropriately file packets</li> <li>• Report on outstanding accounts for follow up</li> </ul>
Leaders money	<ul style="list-style-type: none"> <li>• Calculate weekly leaders money</li> <li>• Respond to ad hoc requests</li> <li>• Coordinate transfer of weekly leaders money to leader accounts</li> <li>• Manage leader cash cards including arranging new cards and deleting redundant cards</li> <li>• Communicate with the bank, and leaders where any issues arise</li> <li>• Arrange alternative cash methods for leaders when traditional means fail</li> <li>• Continuously seek improved payment methods for trip costs</li> </ul>
Direct Pay Operators	<ul style="list-style-type: none"> <li>• Collate and reconcile amounts for operators direct payments</li> <li>• Arrange monthly payment for direct payments</li> <li>• Communicate with the bank and leaders where any issues arise</li> <li>• Reconcile operator cards within one month of the month end</li> <li>• Reconcile and manage operator bonds and prepayments</li> <li>• Create a system for the follow up and repayment of operator bonds and prepayments</li> <li>• Month end information supplied</li> </ul>
Invoicing	<ul style="list-style-type: none"> <li>• Issue invoices as requested</li> <li>• Chase invoices and receipt payments</li> <li>• Report on outstanding amounts monthly as part of month end reporting</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Petty cash</li> <li>• Foreign cash tin</li> <li>• Create and maintain procedures</li> <li>• Ad hoc duties as required</li> </ul>