

Human Resource and Talent Management Section



University of Seychelles

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Campus: Anse Royale and Mont Fleuri

FINANCE SECTION	
Post title:	ACCOUNTANT
Reports to:	Director of Finance
Academic qualification:	<ul style="list-style-type: none">• ACCA (or CIMA) Level 2 or• Degree in Accounting or Finance
Professional experience:	<ul style="list-style-type: none">• 5 years satisfactory work experience as an Accountant.• Able to maintain high level of confidentiality at all times.• A hand on position that requires working knowledge of financial management such as, financial accounting, management accounting, finance, and compliance reporting as well as systems development and improvement is essential.• Critical to the position is strong interpersonal skills, and effective communication both verbal and written.• The ability to lead a team to achieve department targets, financial demands and maintaining a high degree of confidentiality is fundamental.• The ability to plan and prioritise workloads in order to meet deadlines is fundamental• Effective time management of work flow in order to meet accounting deadlines.• The ability to work without Management direction, use initiative and possess a positive attitude towards teamwork is critical.
Additional Criteria (Skills & knowledge)	<ul style="list-style-type: none">• Proven analytical and problem-solving skills• Strong Written and Oral Communication Skills; Reporting skills• Deadline-Oriented with a strong focus on time management
Responsible For	<ul style="list-style-type: none">• Assistant Accountant• Accounts Technician x 2

Job Purpose

The Accountant is responsible for the Financial Management of the University of Seychelles such as financial accounting, management accounting, finance, and compliance reporting. He/She must oversee Cost Accounting by assessing Unisey's total cost to calculate profitability and make suggestions as appropriate. The Accountant must prepare periodic Budgets, oversee Forecasting & Reporting on monthly, quarterly and yearly basis or as and when required.

He/She must ensure that UniSey is Statutory Compliant to audit requirements, government laws and regulations. Identify potential risks, implementing policies and procedures to uphold laws and regulations and monitoring the company's adherence to those policies and procedures.

Main Duties and Responsibilities

1. Oversee the smooth and efficient running of the Accounts Section Services.;
2. Ensure efficient collection of fees, dues and other revenue;
3. Prepare monthly payroll and reconcile salary ledgers for review by Director of Finance;
4. Verified local purchase orders and work orders to ensure they are within approved budget;
5. Maintain integrity of accounting system (software), ensuring it remains effective and operational at all times;
6. Control the expenditure and taking measures to ensure efficient use of funds;
7. Assist with preparation and monitoring of budget and corresponding cash flow projection;
8. Prepare and monitor that key performance indicators are being achieved;
9. Analyse financial statistics, with the aim of identifying and managing financial risk, and savings opportunities;
10. Prepare adequate financial management statements and reports;
11. Assessing the financial situation in order to advice Director of Finance on the university's financial performance;
12. Periodically reviewing the procedures for the physical security of the university's fixed assets and reporting any weaknesses to the Director of Finance;
13. Assist Director of Finance with the evaluation, formulation and constantly reviewing financial systems, procedures and policies;
14. Ensure compliance with statutory authority and audit requirements;
15. Directly guide and provide advice to the Assistant Accountant and Accounts Technicians;
16. Develop and maintain a succession plan – retention and development of accounts personnel;
17. Liaison with internal and external audit;
18. Liaison with other authorities for reporting purposes;
19. Any other duties as may be assigned by Director of Finance.

Staff Management

1. Inducts new staff, train staff as required; provides scope for staff of the Section to operate autonomously where appropriate and to encourage them to develop their skills, knowledge and experience.
2. Contributes towards the monitoring and appraisal of staff performance.
3. Mentors and develops staff using a supportive and collaborative approach on a consistent basis.

Other duties

1. Deputises as Head of the Finance Section, in the absence of the Director of Finance.
2. Assists in the development of key performance indicators (KPIs) for the Faculties which are profitable centres, and effective reporting to the Director of Finance.
3. Contributes to core academic processes as required, including quality assurance – reaccreditation process.
4. Contributes to team effort by accomplishing set targets.

Professional Development

1. Assumes responsibility for continuing self-initiated professional development and
2. Participates in University staff development initiatives and attends training programmes as identified and agreed for appropriate development

Expectations of all staff**Professional standards**

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety

The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Staff Full Name:	Signature:	Date:
Line Manager Full Name:	Signature:	Date: