

Human Resource and Talent Management Section



University of Seychelles

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Campus: Anse Royale and Mont Fleuri

FINANCE AND BUSINESS DEVELOPMENT DIVISION	
Post title:	Accountant
Section:	Finance and Business Development Division
Reports to:	Financial Controller
Academic qualifications:	<ul style="list-style-type: none"> • BSc or MSc degree in, Accounting, Finance or relevant degree; • Additional certification (CPA or CMA) is a plus.
Professional experience/Knowledge:	<p>The incumbent must have:</p> <ul style="list-style-type: none"> • Minimum 5-10 years' experience in Accounting/Finance; • Work experience as an Assistant Accountant • Hands-on experience with accounting software like Fresh Books and QuickBooks and data entry; • Experience with general ledger functions; • Experience with financial reporting requirements.
Additional Criteria (Skills & knowledge)	<ul style="list-style-type: none"> • Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP); • Advanced MS Excel skills including V lookups and pivot tables; • Strong attention to detail with a heavy focus on maintaining accuracy and integrity of accounts; • Deadline-Oriented with a strong focus on time management;
Essential Abilities:	<ul style="list-style-type: none"> • Able to maintain high level of Confidentiality at all times. • Proven analytical and problem-solving skills; • Strong Written and Oral Communication Skills; Reporting skills
Supervisory role	<ul style="list-style-type: none"> • Finance Team

Job Purpose

The **Accountant** is responsible for the management and reporting of financial data of UniSey. The duties include preparing financial statements, examining and analyzing the accounts and ensuring compliance with financial reporting and other standard accounting procedures.

Main Duties and Responsibilities

The role entails the following responsibilities:

1. Provides financial information to Financial Controller by researching and analyzing accounting data; preparing reports.
2. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
3. Documents financial transactions by entering account information.
4. Recommends financial actions by analyzing accounting options.
5. Monitors UniSey's finances based on financial status; summarizes current financial status by collecting information; prepares balance sheet, profit and loss statement, and other reports; and publishes financial statements on time.
6. Manages income and expenditure accounts; generates UniSey's financial reports using income and expenditure data.
7. Files and remits taxes and other financial obligations.
8. Assists with the preparation of the budget forecasts and costing for tuition fees.
9. Handles monthly, quarterly and annual closings.
10. Substantiates financial transactions by auditing documents.
11. Maintains accounting controls by preparing and recommending policies and standard operating procedures.
12. Guides accounting junior/subordinate staff by coordinating activities and answering questions.
13. Reconciles accounts payable and receivable.
14. Reconciles the UniSey's bank statements and bookkeeping ledgers.
15. Reconciles financial discrepancies by collecting and analyzing account information.
16. Secures financial information by completing database backups.
17. Maintains financial security by following internal controls.
18. Prepares payments by verifying documentation, and requesting disbursements.
19. Prepares and examines financial records, ensuring records are accurate and that taxes are paid.
20. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
21. Maintains confidence and protects operations by keeping financial information confidential.
22. Assists the FC to manage the financial and accounting software used by the University.
23. Answers accounting procedure questions by researching and interpreting accounting policies and regulations.
24. Complies with international and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
25. Contributes to overall success of the Finance Section by performing other essential duties and responsibilities as assigned by the Line Manager.

Professional Development

- Assumes responsibility for continuing self-initiated professional development and engages in professional development activities as required.
- Participates in University staff development initiatives by attending training programmes identified and agreed to 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: