



**Job Title: Accounts Officer**  
**Department: MUA Pension**

### **Job Summary**

Process and reconcile accounting entries for accurate management accounts.

### **Main Responsibilities**

- Process accounting entries in system.
- Prepare bank deposits and issuing cheques
- Reconciliation of bank statement.
- Quarterly MRA payment & return to the FSC.
- Follow up of debtors.
- Process loan documents and cheques.
- Assist Chief Accounts Officer in preparation of Fund accounts and audit process.
- Any other cognate duties as delegated by Management.

### **Job Requirements**

- ACCA Level 2 preferably
- Ability to work under pressure and tight deadlines
- Good Communication skills, Verbal and Written
- At least 2 years relevant working experience in a similar position.
- Highly motivated, proactive and dynamic person.

The company reserves the right to call only the best qualified candidates for the selection exercises.  
Applications received after the closing date might not be considered.  
The company also reserves the right not to proceed with the vacancies.