

VACANCY

TYPE OF VACANCY:	Internal & External
POSITION TITLE:	Cash Book & Admin Clerk
SITE & LOCATION:	Head Office
CLOSING DATE:	14 February 2025

JOB SUMMARY: *The Cash Book Clerk is responsible for maintaining and reconciling the company's cash book transactions, ensuring the accuracy and integrity of financial records. This role involves recording all cash receipts and payments, reconciling bank statements, and supporting the finance team with day-to-day financial operations*

DUTIES AND RESPONSIBILITIES:

- 1. Cash Book Maintenance:**
 - Daily update of all cashbooks with all bank transactions
- 2. Payment Processing:**
 - Prepare and upload the bank payments including foreign payments banking documentation
 - Ensure correct banking details for all bank payments
 - Accurately record and allocate supplier payments
- 3. Receipts Recording:**
 - Accurately record and allocate customer receipts
- 4. Bank Reconciliations:**
 - Perform daily bank reconciliations to ensure alignment between cash book records and bank statements
 - Investigate and resolve discrepancies daily
- 5. Bank accounts administration:**
 - Preparation of required bank forms e.g. new bank accounts, change of signatories etc.
- 6. Petty Cash and Credit Cards Administration:**
 - Maintain and review the submitted monthly petty cash and credit card bank accounts' reconciliations
- 7. Fuel Cards Administration:**
 - Maintain and review the submitted monthly fuel cards bank accounts' reconciliations
- 8. Cash-Flow Forecasting/ Reporting:**
 - Provide the actual bank transactions per site/ project/ department for the cash-flow forecasting submissions
- 9. Compliance:**
 - Ensure compliance with internal controls and financial policies
 - Adhere to all relevant regulatory and legal requirements
- 10. Support Functions:**
 - Assist the finance team with ad hoc tasks and projects as needed

ACADEMIC QUALIFICATIONS, REGISTRATIONS, LICENCES & PERMITS:

- Minimum Grade 12 or equivalent
- A certificate or diploma in accounting or finance is advantageous

EXPERIENCE:

- At least 2 years of experience in a similar role.
- Experience with accounting software and bank reconciliations

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KNOWLEDGE, SKILLS & ABILITIES:

- Proficiency in Microsoft Excel and other MS Office applications
- Familiarity with financial software (e.g. Buildsmart) is advantageous
- Strong numerical ability

BEHAVIOURAL COMPETENCIES:

- Attention to detail and high level of accuracy
- Strong organizational and time-management skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Analytical and problem-solving skills

Kindly send your application to: recruitment@nafasiwater.com indicating the position title in the subject line.

While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies. In line with Nafasi's commitment to transformation, suitably qualified candidates from previously disadvantaged groups will be given preference.