



SEYCHELLES BROADCASTING CORPORATION

JOB DESCRIPTION

Post Title:	Accounts Technician
Reporting to:	Accountant
Salary Band:	Bands 02-03 (SR9k - SR14k Basic) + Applicable Allowances

Job Purpose:

Ensure that all financial and accounting functions within the Finance department run smoothly.

Ensure timely preparations/recording of all relevant accounting documents to enable that comprehensive and accurate financial reports are prepared in a timely manner.

Key Result Areas:

FUNCTIONAL

Duties rotation 1:

- Photocopy & file of all Payroll documents
- Compute voice overs/conception fees
- Update 13th month salary for part-timers
- Update gratuity/compensation analysis
- Treasury/TIS reconciliation
- Check sales office cash collection
- Check petty cash
- Sign Radio invoices
- Prepare & post journals/IAN
- Prepare & post credit/debit notes
- Download & post and photocopy AP invoices
- Update Minor Capital Outlay
- Sales office & Marketing sales collection/Banking/Treasury
- Prepare monthly VAT returns
- Digitalise Documents (Petty Cash, Journals, Payroll Amendment)
- Any duties assigned by Head of Finance & Accountant

Duties rotation 2:

- Prepare of payroll (Including Printing Analysis, Payslip & Folding, letters for banks and creditors, TIS Payment Voucher)
- Compute lottery draws for payroll
- Update Manpower Budgeting Exercise (MBE)
- Update NSB report
- Reconcile Cashbook & Suspense A/c with Treasury GL
- Check sales office cash collection
- Check sales advice for invoicing
- Sign TV invoices
- Sign Purchase Orders
- Update fixed asset register
- Check banking

A job description is a written statement of the essential characteristics of the job, with its accountabilities, principal job purpose & results areas. It incorporates a note of the skills, knowledge and experience required for a satisfactory level of performance. It is not intended to be a complete, detailed account of all aspects of the duties involved. Nor does it supplant contractual obligations.

- petty cash count
- Sales office & Marketing sales collection/Banking/Treasury
- Update Expenditure Tracker
- Digitalise Documents (Receipts, TV Invoices)
- Any duties assigned by Head of Finance & Accountant

ORGANISATIONAL

Ensure cost-effective utilisation of Resources.

Specifically:

- Eliminate or Reduce Wastage, where identified
- Ensure equipment & assets are used and maintained properly
- Continually find ways to perform functions cost-effectively
- Proper Planning to reduce costs

Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.

Set a personal example in Health & Safety compliance through:

- Observing safe working practices as advised and instructed
- Considering Safety & Health of self and others who may be affected by work activities
- Being an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
- Reporting incidents or hazards which have led or may lead to injury
- Building and enhancing an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

Essential Qualifications/Experience/Skills

- Suitable qualifications and experience related to Accounting/ Business Studies such as: (Diploma in Public Financial Management/Business Studies or equivalent qualification in accounting, Diploma in Business Studies plus AAT Level 3 or Level 4, A Level in accounting or Advanced Certificate in Accounting)
- Proven experience as an Accounts Assistant or similar role
- Strong ethical standards and confidentiality
- Good analytical and problem-solving skills
- Excellent communications skills:
 - Ability to communicate very well, verbally and in writing, with both internal and external stakeholders.
 - Good interpersonal and relationship-building skills; able to build rapport at all levels
- Very good organisational, planning and time management skills
- Strong self-motivation and ability to work effectively under pressure
- Ability to work with a degree of autonomy and to use one's own initiative
- IT Competent, particularly in use of Microsoft Excel and Email

Desirable Qualifications/Experience/Skills

- Supervisory & Leadership experience
- Full Driving Licence

Core Behavioural Competencies

TEAMWORK	<ul style="list-style-type: none"> • Fosters a sense of team spirit by establishing strong interpersonal relationships, demonstrating respect for other team members and proactively offering support • Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others • Works collaboratively with others by seeking to understand and make best use of team members' diverse ideas, working styles, skills and backgrounds • Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position • Shares credit for team accomplishments and accepts joint responsibility for team shortcomings
ACCOUNTABILITY	<ul style="list-style-type: none"> • Takes ownership of tasks and functional responsibilities • Presents oneself as a credible representative of the Corporation and demonstrates a commitment to delivering on one's duties. • Justifies decisions taken, with confidence, openness and honesty. • Takes responsibility for seeing efforts through. • Makes sound and fair judgment. • Makes informed and accountable conclusions and decisions. • Is open to feedbacks and uses errors or oversights as learning points
ADAPTABILITY	<ul style="list-style-type: none"> • Easily adjusts priorities, activities, and attitude to meet new deadlines and information and to achieve objectives. • Anticipates and responds with energy, to new challenges, the unfamiliar and the urgent. • Thinks of ways to make changes work, rather than resisting them. • Makes suggestions for increasing the effectiveness of a changing environment. • Plans ahead and has an alternative option in case things go wrong or unexpected • Keeps an open mind and shows willingness to learn new methods, procedures, and techniques that embrace change. • Able to prioritise effectively and plan flexibly to be able to deal with change.
RELIABILITY	<ul style="list-style-type: none"> • Is dependable and can be relied on in different circumstances. • Gets the job well-done every time and within deadlines. • Shows up to work on time. • Goes the extra mile to produce expected results even in tight deadlines. • Persists through difficult tasks and brings out credible results.
CONDUCT & INTERPERSONAL SKILLS	<ul style="list-style-type: none"> • Behaves in a professional and appropriate way to set the right example in the workplace. • Takes responsibility for own actions; accepts own mistakes and does not blame others for a job not well done or not done. • Behaves in a manner that is accepting, respectful and inclusive of all people. • Puts continuous effort into building and maintaining relationships. • Accepts conflict as an opportunity to strengthen relationships. • Responds willingly to requests for help and information, where possible • Is honest and open-minded. • Has a 'can-do' and 'will-do' attitude