



# SEYCHELLES BROADCASTING CORPORATION

## JOB DESCRIPTION

<b>Post Title:</b>	<b>ACCOUNTS ASSISTANT</b>
<b>Reporting to:</b>	SENIOR ACCOUNTANT
<b>Salary Band:</b>	Band 02(SR9k -11k Basic) + applicable allowances

### Job Purpose

Provide administrative assistance to the Finance Section in the performing of bookkeeping duties, applying accepted methods and procedures in the preparation, processing and reporting of financial transactions and the maintenance of detailed accounts and records.

### Key Result Areas

#### FUNCTIONAL

- Prepare draft applications for foreign payments
- Compute mobile telephone analysis
- Follow up swift confirmation for all foreign payments and email the same to all suppliers/inform suppliers payment status
- Attend to the filing of documents pertaining to the Finance Unit in an efficient and accurate manner
- Maintain registers & updating records for:
  - Issue of stationery to the other Divisions
  - Maintaining requisition/ordering of A4 paper/toner/Accounting books
- Assist other staff as and when needed
- Follow-up on Debtors twice monthly
- Post accounts receivables invoices
- Prepare and update analysis for letter head invoices
- Digitalise documents
  - Radio invoices
  - Letter head invoices
  - Other administrative documents
- Initiate procurement processes for recurring services
- Clear FC's tray out-In/distribute documents to Senior Accountant
- Any other relevant duties assigned by FC or Senior Accountant

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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.

## **FINANCIAL**

### **Ensure cost-effective utilisation of Resources.**

#### *Specifically:*

- Eliminate or Reduce Wastage, where identified
  - Continually find ways to perform functions cost-effectively
  - Proper Planning to reduce costs
  - Ensure equipment & assets are used and maintained properly
  - Contribute in Budgeting and Cost-control, where required/requested
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- **Assist in the development and promotion of a Safety, Health & Environmental culture within the SBC.**
    - Promote Safe & Healthy conduct at work
    - 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
      - Be an advocate of greener environmental practices, notably in Energy saving and cutting down on waste
    - Report Incidents or Hazards which have led or may lead to injury
    - Build and enhance an adequate knowledge of, and compliance with the Health and Safety principles and practices, consistent with your responsibilities

### **Essential Qualifications/Experience**

- IGCSE in Mathematic/English/Accounting grade C or 'O' level  
English/Accounting/Mathematic
- Diploma in Office Management & Administration plus at least three years working experience in relevant field.
- Ability to communicate well, verbally and in writing with both internal and external customers.
- Good organisational and time management skills.
- Strong self-motivation and the ability to work with a degree of autonomy and to use one's own initiative.
- IT Competent, particularly in use of Email, Microsoft Word and Excel at Intermediate Level

### **Desirable Qualifications / Experience**

- Full Driving Licence

## Core Behavioural Competencies

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