

REGIONAL MARITIME UNIVERSITY, ACCRA-GHANA

VACANCY FOR ACCOUNTS CLERK

Applications are invited from suitably qualified and interested candidates to fill the vacant position of **Accounts Clerk**.

JOB PURPOSE: To undertake general book-keeping duties to assist in the running of the Accounts Office.

DUTIES

- Keep all cash books (payments and receipts books)
- Receive cash and Cheques from customers and revenue centers of the University
- Prepare reconciliation for all accounts
- Post entries onto account books
- Prepare invoices for clients based on clients' application
- Prepare payment vouchers for all payments for approval and pre auditing
- Perform any other duties assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

Higher Diploma in Accounting and Level II of ICA or equivalent with 2 years relevant post-qualification experience in a similar position.

OTHER QUALITIES OR REQUIREMENTS

- A very good knowledge of accounting and financial systems and procedures
- Good knowledge of the use of computer and accounting software
- High sense of responsibility, accuracy, and judgment
- A dependable character
- Pleasant personality
- Conscientious, prudent and honest
- Security conscious
- Ability to work under pressure
- Ability to work for long hours
- Good interpersonal and communication skills
- Ability to network.

SALARY: The salary attached to the post is based on the RMU Integrated Salary Scale.

MODE OF APPLICATION

All applications with copies of Certificates, Testimonials, and Curriculum Vitae should be addressed to

**THE UNIVERSITY REGISTRAR
REGIONAL MARITIME UNIVERSITY
POST OFFICE BOX GP 1115
ACCRA-GHANA**

Email: university.registrar@rmu.edu.gh

CLOSING DATE: The closing date for receipt of applications shall be **Friday, 27th January, 2023.**