



पत्री संख्या नं.  
चलत्तर्षी क्र. 124/2016

9th May 2016

### TO WHOM IT MAY CONCERN

#### ORGANIZATIONAL CONTEXT

Is a service motive organization which aims on upliftment of small level and moderate level business by motivating them on saving on different accounts and providing financial supports for them to achieve their targeted goals. Its aim mainly focuses on the upliftment of people's livelihood in the particular area.

Mr. was positioned with full-time position of a Assistant for 14 months cated from 18<sup>th</sup> January 2015 to 5<sup>th</sup> March 2016 and as a Junior Accountant .

#### AIM OF THE ROLES

The position is responsible for the provision of accountable and transparent financial management system and assistance in the operation of financial management thoroughly.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Bill all accounts on a timely basis, filing copies as per documented procedures
- Record accountholders payments and prepare banking as required
- Issue account statements on a monthly basis
- Answering telephone when required and handling inquiries from visitors
- Report to supervisor on a monthly basis as regards to overdue account
- Chase up overdue accounts via phone, letter and email when required
- Carry out approved transaction
- Maintain general financial record
- Maintain the computerized accounting system using MS. Excel
- Monitor and advise on workers job structure and salary payments system
- Maintain books of accounts relating to the payments received from deployed workers
- Assist the auditor in paying the taxes and duties and submit returns on a yearly basis

#### REPORTING

The Junior Accountant is expected to undertake the required duty in consultation with other relevant employee (If any), both paid and unpaid, and with the board, having regard to Simal Credit and Co-operative's policies and procedures. Formally, the JUNIOR ACCOUNTANT is required to report to the FINANCIAL CONTROLLER of the company.



*Xokk*  
Junior Accountant