

Job Description

Job Title	Accounts Manager
Department/Institute	Finance Department
Reporting to	Financial Controller
Main Objective	To perform internal reviews and help the Institutes and other Departments to perform better within their budgets and also managing better the allocation of public funds, help risk assessment, budget plans, financial strategies and decision making.

1. To prepare reports, budgets, commentaries and financial statements;
2. To undertake financial administration and internal audit tasks;
3. To liaise with managerial staff and other colleagues;
4. To supervise staff;
5. To develop and manage financial systems/policies;
6. To control and forecast income and expenditure;
7. The list is not exhaustive and management may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.