



Nauru Utilities Corporation would like to invite suitable applicants for the following vacancy:

Position:	ACCOUNTANT (1 Position)
Section:	Finance
Reports to:	Chief Financial Controller
Supervises:	Team Leader Accounts Payable

Accountabilities and Responsibilities:

1. Treat all internal & external customers with dignity and respect
2. Abide by all NUC Health, Safety and environmental health rules and regulations
3. Oversee all payments and their functions
4. Oversee the functions of Accounts Receivable and Account Payable, and ensure its effective operation
5. Reconcile General Ledger Accounts
6. Prepare the monthly Profit & Loss statement, Balance sheet, Key Performance indicators (KPI) and other reports required by the Financial Controller
7. Analyse the financial reports and advise the Chief Financial Controller on the financial results and areas of improvement
8. Prepare the annual account for audit and assist Management in the preparation of the Annual Report
9. Ensure the Team Leaders Accounts Receivable, Accounts Payable and other employees reporting under his/her line of duty are trained and certified in their job and assist the team leader in training the line staff for certification
10. Assist Budget Officer in the preparation and monitoring of NUC and departmental budgets
11. Ensure all records are file in an organised manner and maintained for 7 Years
12. Manage the recording and reconciliation of donor funds
13. Monitor the Accounting Software and ensure it is in good working condition. Liaise with IT and the supplier of the Accounting Software for any issues
14. Continuously upgrade your skills, knowledge and education in your profession
15. Ensure all work areas are maintained in a clean, safe and orderly manner at all times
16. Cooperate fully with NUC management in regards to any duties or requirements imposed on them by relevant Health and Safety legislations and ensure compliance
17. Carry out other duties and responsibilities considered appropriate and relevant by NUC Management
18. Project a professional image of NUC

Minimum Education: Bachelor of Commerce in Accounting and membership in an Accounting body is desirable

Preferably holds a Certified Public Accountant (CPA)

Experience: Must have at least 5 Years or more experience in a similar position

Skills: Working knowledge in Accounting software, Microsoft Excel, fluent in English, follow oral and written instruction, valid driving license, leadership qualities, analytical, report writing



Nauru Utilities Corporation would like to invite suitable applicants for the following vacancy:

Personality: Positive attitude, reliability, potential to develop further, relates well with others at all levels, communicate effectively with customers, motivated, influential, initiative, honesty, team player, fit and healthy for the job

Work Conditions: Must be able to work as a Team, NUC first, able to work odd hours if required, work under pressure, to do work unsupervised

What NUC can offer you?

- Ongoing training development and career advancement
- At NUC, we prefer our people to reflect the community we operate in and highly encourage applications from diverse knowledge and experiences
- NUC encouraged female applicants to apply
- **External applications are accepted**

Please submit application in a letter form with necessary attachments such as CV, references and other relevant documents. Application should be addressed to Nauru Utilities Human Resource Manager. Application forms are available at the Human Resource Office, Power Station, Aiwo.

Contact details: Email: hr-team@nuc.com.nr or Call us: 5574059

Closing date: Friday, 10th May 2024

Please note applications may be short-listed and progressed prior to the closing date.