5.ADVERT NO. PAK-ACC/005/2026 – ACCOUNTANT OFFICER II -PAK 8 -O1 POST

Remuneration

Salary Scale : 36,500x3,000-45,500x3,500-59000

Commuter Allowance : 4,000

House Allowance : 10,000

Other Benefits:

Medical Cover: (as per the Agency's cover)
Leave Allowance: (at the prevailing rates)

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have: -

i. Bachelor's Degree in Commerce, Business Administration, Business Management (Finance option) or other relevant and equivalent qualifications from a recognized institution;
ii. Proficiency in computer applications.

Duties and responsibilities at this level entail:

i. Preparing payment vouchers for staff and suppliers in accordance with the laid down rules and regulations;
ii. Preparing staff imprests, surrenders and claims;
iii. Preparing revenue receipts

iv. Preparation of sales invoices for approvals and prompt dispatch of the invoices;
v. Participating in stock take;
vi. Participating in Preparing books of accounts;
vii. Participating in the budget making process and during revision of the same;
viii. Filing of Documents.