**Duties:**

1. To assist the Accounts Officer in the discharge of the day to day financial transactions of the National Children’s Council.
2. To compile schedules and information required for the preparation of statutory reports annual estimates, final accounts and other reports;
3. To prepare payment vouchers and verify cheques prior to processing for payment;
4. To monitor allocated budget for each item and prepare regular budgetary control statements;
5. To ensure that all cash transactions have been properly recorded and bank lodgments made in time.
6. To make use of Information and Communication Technology in the performance of his/her duties.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accounts Clerk in the roles ascribed to him/her.