



## **JOB DESCRIPTION AND SCHEME OF DUTIES**

**Post:** Financial Operations Officer

**Reporting line:** Chief Executive Officer

**Terms of Employment:** Permanent Basis

**Age Limit:** Candidates, unless already in the public service or in parastatal organisations, should not have reached 45 years of age by the closing date for the submission of applications.

**Salary:** The post carries salary scale Rs 24,475 x 525- 26,050 x 675- 27,400 x 825- 35,650 x 950- 37, 450 x 950- 42,200 x 1300- 43,500.

### **QUALIFICATIONS:**

**A.** By selection from among candidates who possess any one of the following qualifications-

- i. a degree in Financial Management or Accounting or Accountancy from a recognised institution;
- ii. a pass in all papers of the Fundamentals (Knowledge) of the ACCA Examinations; and
- iii. a pass at Stages I and II (complete) of the Chartered Institute of Management Accountants (CIMA) Examinations

OR

an equivalent qualification acceptable to the Board.

**B** Candidates should –

- i. reckon at least four years' experience in accounting or finance or auditing duties in the public or private sector;
- ii. have knowledge of policies, rules and regulations relating to the Management of financial operations in the Public Sector;
- iii. have good interpersonal and communication skills;
- iv. possess good analytical and problem-solving skills; and
- v. be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

## **ROLE AND RESPONSIBILITIES**

1. To assist in and provide guidance on matters related to financial operations, management and transactions at the Trust.
2. To ensure that –
  - a. financial, procurement and other relevant legislation and regulations are understood, correctly applied and fully complied with;
  - b. financial functions add value to the overall management and decision-making process of the Trust;
  - c. the accounting arrangements of the Trust are properly done and to guard against irregularity and fraud;
  - d. collection of revenue is effected promptly; and
  - e. financial operations are carried out in accordance with the instructions and regulations contained in the Financial Management Kit and other applicable legislation and regulations and to flag non-compliance and misinterpretation of the existing rules and regulations to the Chief Executive Officer and recommend corrective action.
3. To be responsible for –
  - a. the preparation and timely submission of monthly Management Accounts and other routine financial reports;
  - b. the preparation and monitoring of payroll for employees of the Trust; and
  - c. the maintaining of Cash Book, General Ledger, Bank Reconciliation and Examination Section.
4. To maintain and monitor purchases and liaise with stores for all aspects pertaining to procurement of office equipment and disposal of unused equipment.
5. To keep proper, complete and up-to-date records of all financial transactions.
6. To prepare reports/data for memoranda pertaining to the Trust's finances and to submit same to Committees, Boards, and other Forums, as and when required.
7. To liaise with financial institutions, banks and any public bodies, as may be required.
8. To perform duties related to the Pay As You Earn System of Taxation and Tax Deduction Scheme.
9. To effect payments in time.
10. To investigate into cases of complaints, fraud and irregularities and propose corrective measures.

11. To assist in the preparation of the Budget Estimates of the Trust.
12. To attend to audit queries on financial issues, provide materials for reply and take corrective measures, as directed.
13. To use ICT in the performance of his duties.
14. 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 Financial Officer in the roles ascribed to him.