



Job Description

Finance Officer – Assets & Procurement

Qualification: Diploma in Business or Accounting

Proposed Salary: \$12,000 – 18,000

Purpose of Position: To ensure that the day to day accounting records related to fixed assets, stock and receivables are kept up to date on the accounting system (Including journals, posting and entries) and comply with the financial policies and procedures

Fixed Assets & Inventories

- Prepare and perform fixed assets stock-take on a quarterly basis
- Identify obsolete and misplaced/missing fixed assets and report to Finance Manager and CEO
- Prepare and perform inventory stock-take of playing equipment and uniforms on a monthly basis.
- Identify obsolete and misplaced stock and report to Finance Manager and CEO
- Ensure correct coding for fixed assets or inventories are captured
- Register and code fixed assets
- Prepare inventory control request .For example, variances write offs, disposals, obsolete and etc with supporting documents identified from the stock-take for approval as per delegated authority
- Prepare inventory journals for rectification based on approvals obtained and Finance Manager's review

Receivables:

- Request Finance Manager for Masterfile update
- Check necessary approvals are obtained and contracts are executed in order to raise invoices
- Raise invoices and credit notes. For example, invoice for use of facilities, charge back invoice and etc
- Send monthly statement of account to all customers with outstanding balances.
- Perform regular age analysis for non-receipts, delayed receipts and other irregularities
- Prepare supporting documents for adjustments and journal entries
- Follow up for collection of payments and communicate with customers via phone, e-mail or mail
- Comply with financial policies and procedures to ensure that all accounts receivable transactions are accurately and properly recorded
- Ensure documents are properly filed
- Prepare adjustments and journal entries for review by the Finance Manager

Cash Management:

- Manage petty cash on a day to day basis and ensure all supporting documents are obtained before petty cash distribution
- Perform monthly petty cash reconciliation
- File all bank statements and correspondence received by mail
- Receive Credit card statements with supporting documents
- Check credit/debit cards statements and its supporting documents
- Enter credit/debit card entries to the accounting system
- Prepare payment documents and present them to the Finance Manager for checking
- Upload the payments in online banking system
- Ensure all documents are properly filed

Journals and adjustments:

- Prepare journals with appropriate supporting documentation and appropriate narration to explain the journal

End of month controls and reporting:

- Assist Finance Manager for reconciling all accounts as part of month end process

Audit and other reporting:

- Assist in preparing ad hoc and specific-purpose financial reports as requested by Managers, CEO, Finance and Executive Committee
- Assist in preparing financial information and reporting for Executive committee meetings, congress and as required
- Assist in preparing the end of year GL accounts reconciliation prior to audit
- Assist in preparing the end-of-year financial reports as required by the FFS external auditors

Other:

- Comply with association communication strategy and restrictions regarding internal and external communication on financial issues
- Other duties as directed by the Finance Manager and/or the Chief Executive Officer