



Job Description

Finance Officer – Payroll & Payables

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 the payroll and payables are kept up to date on the accounting system (including journals, posting and entries) and comply with the financial policies and procedures.

Payroll

- Receive and check approved leave application and update payroll software accordingly
- Prepare payroll run in accordance with statutory and contractual obligation
- Prepare payroll documents and present them to senior finance manager to check
- Upload payroll payments in online banking system
- Prepare statutory returns (PAYE, NPF and ACC) to Ministry of Revenues and Customs, NPF and ACC and prepare payment request with supporting documents and present to Finance Manager

Payables

- Receive and verify suppliers' invoices with internal purchase order documents
- Verify that transactions comply with financial policies and procedures
- Enter invoices in accounting system
- Maintain up-to-date suppliers Master file such as suppliers details, bank details, ledgers and billing system
- Prepare the allocation of payments to suppliers or GL accounts for review by the Finance Manager
- Reconcile payables accounts (as part of month-end process) and prior to payments
- Perform regular age analysis for non-payments, delayed payments and other irregularities.
- Analyze aged balance and propose adequate mitigation measures
- Reconcile sub ledgers as part of month end process
- Prepare reconciliation of payable accounts
- Identify anomalies with Finance Manager
- Ensure that all records are properly filed.

Journals and adjustments:

- Prepare journals with appropriate supporting documentation and appropriate narration to explain the journal
- Process journal once validated by Manager Finance

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 Chief Executive Officer