



### ***Job Description***

#### **Finance Officer – Payroll & Payables**

Qualification: Diploma in Business or Accounting

Proposed Salary: \$12,000 - \$15,000

*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 and transaction entries) and comply with the financial policies and procedures.

#### ***Payroll***

- Receive and check approved leave application and update payroll system accordingly
- Prepare payroll run in accordance with statutory and contractual obligation
- Prepare payroll documents and present them to Head of Corporate Services to check
- Prepare statutory returns (PAYE, NPF and ACC) to Ministry of Customs and Revenue, NPF and ACC and prepare payment request with supporting documents and present to Head of Corporate Services

#### ***Payables***

- Receive and verify suppliers' invoices with internal purchase order documents
- Verify that transactions comply with financial policies and procedures
- Prepare payment documents for Head of Corporate Services approval
- 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 Head of Corporate Services
- 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 Head of Corporate Services
- Ensure that all records are properly filed

#### ***Cash Management:***

- Ensure all supporting documents are obtained before petty cash distribution
- 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

- Prepare payment documents and entries and present them to the Head of Corporate Services for checking
- Ensure all documents are properly filed

*Journals and adjustments:*

- Prepare journals with appropriate supporting documentation and appropriate narration to explain the journal
- Process journal once validated by Head of Corporate Services

*End of month controls and reporting:*

- Assist Head of Corporate Services in 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 Federation communication strategy and restrictions regarding internal and external communication on financial issues
- Other duties as directed by Head of Corporate Services and/or Chief Executive Officer

**Selection Criteria:**

- Minimum qualification required - Diploma in Business or Accounting from a recognized institution of higher learning.
- At least 1 year relevant working experience
- Must be computer literate with advanced skills in Microsoft Word and Microsoft Excel
- Have knowledge of Accounting Software
- Must be honest, reliable and can work with minimum supervision