

JOB DESCRIPTION

Title	Assistant Accounts Payable Officer
Institute/Department	Finance Department
Stream	Support Services
Reports to	Principle Finance Accountant
Location/Campus	Kukum Campus

Summary

Undertake the data processing and reconciliation of accounts payable, and ensure the payments comply with relevant financial and procurement policies and procedures of SINU. Post transactions into the financial system consistently and on a timely basis. Raise approved payments on due dates.

Roles and responsibilities

- Undertake accounts payable functions.
- Check and verify purchase requisitions/orders/payment vouchers.
- Reconcile and verify purchase orders and payment vouchers with suppliers' invoices.
- Responsible for raising payment vouchers for approved requisitions from faculties and departments.
- Check and approve coding of payment vouchers.
- Make sure source documents comply with financial/procurement procedures.
- Process payments for utilities, monthly staff rental and other approved payments.
- Prepare and process staff fortnightly salaries/wages payments.
- Prepare and process payment of staff leave travel expenses and student allowances, NPF, PAYE and withholding tax
- Prepare weekly/monthly accounts payable reports
- Perform data entry operations in the financial system.
- Checking and verifying all faculties & department's petty cash.
- Ensure that all documents are properly signed and attached.
- Posting all cheques payment into the financial system in timely

Problem solving and impact

- To resolve problems that affect the financial processes.
- To contribute to decisions, that have an impact on other related financial activities in the division.
- To provide advice on financial issues such as financial reports.

Resource Management

- To contribute to the overall duties of the department in areas such as financial reporting and reconciling.
- Coordinate and provide professional guidance and advice on appropriate quarterly/monthly reporting.
- To advise the supervisors of any outstanding fees.

Working Environment

- Payments are processed on a timely basis.
- Financial quarterly/monthly reports are produced on time.
- Ensure monthly transactions are posted on due dates.
- Suppliers' cheques are distributed promptly when raised

Business planning, reporting and management

- Provide monthly work plan on strategies.
- Provide a report on time
- Report to principal finance accountant at Finance department.

Minimum Qualification Requirement:

- Must have a bachelor's Degree + 2 years in relevant industrial experience OR Advanced Diploma in Finance, Business Studies or Commerce with 4 years of relevant finance work experience in an organization.

Experience**Essential:**

- Minimum of Four years of working experience in accounts payable
- Extensive use of Attaché Accounting System
- Be computer literate in Microsoft Word and Excel
- Have good communication and interpersonal skills.
- Have good awareness of suppliers of and sources for a range of materials and equipment needed by Universities.

Desirable for the position:

- Willingness to work after hours, if requires.
- Experience in collaboration with internal and external stakeholders.
- Previous experience as accounts payable officer or similar role.

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.