

JOB DESCRIPTION

Title	Finance Officer
Institute/Department	Finance Department
Stream	Support Service
Reports to	Supervisor Finance
Location/Campus	Kukum Campus

Summary

The Financial Officer will be responsible for the supervision and monitoring of the data processing and reconciliation of accounts in the General Ledger, and provide timely and accurate financial management reports. The officer will ensure financial transactions in the financial system comply with the financial and procurement policies and procedures of the university.

Manage the provision of high-quality financial accounting service that supports the effective and efficient management of SINU financial resources, within statutory and regulatory guidelines. Collaborate with the finance department team in the provision of accurate and timely processing of financial transactions and the provision of internal or external reporting.

Roles and responsibilities

Administration and Finance

- Ensure daily input of financial data and ensure that daily posting of financial data is charged to correct account codes and cost centre;
- Ensure that postings from subsidiary ledgers (accounts receivable and payable, payroll, products, and fixed asset) are done to the correct general ledger control accounts, expenditure and revenue accounts;
- Ensure the integrity, accuracy, and timely production of all financial records;
- Ensure all income and liabilities are accurately recorded, reconciled and reviewed;
- Plan, prepare and contribute to the delivery of statutory reports;
- Assist in the annual report and accounts preparation within the agreed timetable;
- Preparation of the annual budget for the department and monitor the implementation of the budget;
- Undertake month-end and yearend processes;
- Manage the revenue collection process;
- Identify and propose new investment opportunities to management;
- Review and propose amendments to revenue rates;
- Manage the procurement process;
- Prepare daily, weekly and monthly bank reconciliation statements for SINU bank accounts;
- Manage the assets and inventory for the department;
- Identify wastage and leakages and take measures to address these;
- Assist the procurement team to maintain the Contracts Register and procurement reports;
- Providing support, assistance and cover across the wider finance team to manage team absence and peak periods which may include hands-on support or managing additional financial responsibilities and staff;

- Supervise and reconcile general ledger accounts in the financial system, and produce timely and accurate financial management reports from the financial system.

Business planning, reporting and management

- Assist in the compilation of annual budgets;
- Manage the various revenue collection points;
- Implement investment plans,
- Implement financial plans;
- Supervision of staff in the financial reporting area: bank reconciliation, GL reconciliation, production of monthly financial statements;
- Training staff on the areas of competent;
- Prepare monthly, quarterly and annual financial reports.

Other

- Other duties required by the Manager and Head of the Finance Department.

Dimensions

Problem-solving and impact

- Contribute to decisions that will have a positive impact on the financial resources of the university.
- Provide advice on financial issues such as improving the financial operations of the university.

Resource management

- Ensure that tasks of the department such as revenue collection, posting of transactions, and reconciling of monthly general ledger balances are done on a timely basis;
- Continue to upskill oneself and other colleagues in financial and accounting issues;
- Advice on appropriate monthly, quarterly and annual financial management reports.

Measures of Effectiveness

Decision-making authority

- Ensure that workflow position is monitored daily.
- Monthly, quarterly and annual reports are produced on a timely basis.
- Ensure to monitor the daily workflow position.
- Ensure that financial data are correctly reflected in the financial system promptly and efficiently.

General Responsibilities

- To adhere to the SINU's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible;
- To be responsible for own health and safety and that of colleagues;
- To undertake such other duties as may be reasonably expected;
- To ensure a healthy and comfortable working environment.

Minimum Qualification Requirement:

- Bachelor of commerce, accounting, finance or related field from a recognized institution.
- Studying for a CPA qualification or equivalent is desirable.
- Detailed knowledge of financial accounting processes, standards and approaches;
- An understanding of public sector accounting requirements;
- Understanding of the role of a regulator and approaches to regulations.

Knowledge, Skills, and Experience:**Essential:**

- A minimum of five years of working experience in financial accounting;
- Extensive use of computerized accounting system;
- Highly literate in Microsoft products and the use of accounting packages;
- Self-starter, ability to work in a high-pressure environment and to work to deadlines;
- Have an excellent command of both oral and written English communication skills;
- Have good personal and office organizational management and administrative skills;
- Customer-focused, a team player and prior experience in supervision of staff;
- Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues;
- The ability to understand external and internal trends and changes and advise on appropriate strategic and operational responses;
- Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives;
- Excellent written and oral communication skills, and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders;
- Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives;
- Experience in maintaining and running financial accounting systems and computerized accounting systems;
- Successful track record of working with stakeholders to develop and maintain effective, open and productive working relationships;
- Experience in delivering priorities within strict timelines;
- Experience in a commercial environment;
- Experience with ethical issues.

Desirable for the position:

- Willingness to work after hours, if required
- Experience in collaboration with college and industry colleagues.
- A CPA qualifications and work experience.

Terms and Conditions

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.