



## JOB DESCRIPTION

Position Title	Senior Officer
Department	Finance Department
Reporting to	Manager - Treasury and General Accounting
Type of Position	Regular – Full Time

### POSITION DESCRIPTION

This incumbent will be responsible to assist in carrying out the Treasury and General Accounting Function of the Organization. He/she should be familiar with payments, audits, invoices, managing accounting activities, including bank reconciliations, accounts payable and accounts receivable.

### DUTIES AND RESPONSIBILITIES

- ✓ Carry out daily reporting activities, dealing with banks and assisting the respective supervisor in cash and liquidity management.
- ✓ Prepare cash positions on a daily basis
- ✓ Assist supervisor to administer inter-company transaction & in preparation of donor wise and fund wise report
- ✓ Prepare bank reconciliation on monthly basis and also follow through for un-cleared cheques and direct deposit
- ✓ Record monthly bank profit/TDR profit
- ✓ Assist in preparation of rolling budget and update actuals on monthly basis
- ✓ Assist in monitoring and managing the organization's bank relationships and liquidity management
- ✓ Record donations, investment and dividend
- ✓ Prepare payment/cheques and get it signed from authorize signatories
- ✓ Coordinate and correspond with vendors to deliver the cheques, once processed.
- ✓ Provide support to auxiliary schedules for closing purposes as per assigned tasks
- ✓ Undertake other related tasks and duties as assigned by supervisor.

### REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"><li>✓ Graduation and/or Post Graduation</li><li>✓ Part qualified ACCA/ CIMA/ CMA or other professional qualification</li></ul>
Required Experience	<ul style="list-style-type: none"><li>✓ 2 to 3 years' experience in relevant field</li></ul>

### REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Analytical and numerical skills	High
2.	Knowledge of financial regulations	High
3.	Ethics, with an ability to manage confidential data	High
4.	Advanced MS Excel skills	High

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department