



JOB DESCRIPTION

Position Title	Senior Officer Finance
Department	Finance Department
Reporting To	Manager Finance
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent is responsible to manage daily accounting payment sections including verification & compliance of payments instruments and preparation of A/P's for onward payment to vendors.

DUTIES AND RESPONSIBILITIES

Day to Day Transactions

- ✓ Efficiently process supplier invoices and reconcile purchase orders with purchase invoices.
- ✓ Verify all purchase documents to ensure the accuracy of the transaction
- ✓ Invoicing, billing, reconciliations, petty cash handling, banking and other accounting and finance related tasks
- ✓ Support and assist in the close process. Complete analysis, prepare journal entries and analyze information for accuracy and completeness. Input into the system.
- ✓ Review general ledger reports to ensure correct accounts are classified.
- ✓ Prepare all invoices, incoming and outgoing payments in SAP & PeopleSoft.
- ✓ Maintain GL records and prepares all necessary reports and correspondence related to the work.
- ✓ Reporting of actual expenses and monitoring of expenses against budget of each department
- ✓ Coordinate with vendors for invoices and updating them for payments.
- ✓ Communication with different departments for payment processing and Advance Issued/Settlement.
- ✓ Tax computation on invoices and filing of taxes according to Provincial and Federal regulations.
- ✓ Management of employee master data in PeopleSoft.
- ✓ Issuance, Settlement, and Follow up for advances. (Travelling Advance & Others Advances)
- ✓ Reconciliation of Petty cash of different departments of the University at month end.
- ✓ Prepare reports, reconciliation and schedules for monthly/quarterly/yearly Closing.
- ✓ Any other tasks assigned by Line Manager / Supervisor

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's Degree preferably in Finance or ACCA Qualified.
Required Experience	✓ At least 2 to 3 years working experience in related field.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Communication Skills	High
2.	Time Management	High

3.	MS Excel	High
4.	Writing Skills	Medium