

<b>Job Title:</b>	<b>Director Finance</b>		
<b>Role and Responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Provide relevant strategic financial input and analysis for decision making for various sectors;</li> <li>2. Ensuring fast track procurement processes;</li> <li>3. Setting up proper accounting procedures and systems and internal controls mechanisms to ensure proper monitoring mechanisms;</li> <li>4. Identifying weaknesses in financial and procurement processes and procedures and addressing them immediately;</li> <li>5. Managing the financial software and book-keeping of budgets and its budget;</li> <li>6. Tracking and overseeing budgets and expenditures, controlling cash and revenue expenditures;</li> <li>7. Integrating and adjusting internal financial systems for optimal efficiency, paying bills and taxes, preparing and submitting periodic finance reports to management and donors as and when required;</li> <li>8. Participating in preparing Program and projects budgets, and budget implementation;</li> <li>9. Monitoring financial transactions and serving as Certifying Officer;</li> <li>10. Ensuring bank reconciliations of accounts and regular review by designated officials;</li> <li>11. Ensuring proper maintenance of vendor accounts and timely clearance of outstanding advances and other receivables;</li> <li>12. Serving as primary liaison with external auditors, preparing accounts and reports for external audits, responding to audit queries and following up on audit recommendations;</li> <li>13. Responsible for the external audit of related activities;</li> <li>14. Following standards for financial and administrative reporting to ensure the viability, validity and accuracy;</li> <li>15. Providing training to line departments department and staff in the preparation of budget for projects, grants and bids;</li> <li>16. Reviewing all costing prior to their submission to ensure accuracy;</li> </ol>			
<b>Last Updated By:</b>	Web Administrator	<b>Date/Time:</b>	26 October 2009