

## JOB DESCRIPTION FOR FINANCE OFFICER

<b>Job Title</b>	Finance Officer	Prepared : October 2017	
<b>Department</b>	Finance	<b>Job Category</b>	Programs
<b>Reports to</b>	National Coordinator	<b>Grade</b>	
<b>Location</b>	NASWU Secretariat		
<b>Direct Reports</b>	Finance clerks		
<b>Job Role</b>			
The Finance Officer contributes to the efficient and effective financial and administrative management of NASWU programs and projects and ensure adherence to association human and financial policies			

### Key Result Areas

- Responsible for budgeting, financial quality assurance monitoring and reporting of expenditures of projects
- Provide monthly updates with brief analysis on project budgets
- Support the programme officers and Programme Managers in developing budgets for proposals
- Assist in ensuring that all office financial tasks (projects and office budgets) are completed accurately and managed in agreement with NASWU financial policies
- Ensure that NASWU Financial rules and guidelines are followed
- Keep updated on special donor financial requirements
- Coordinate annual external audit, preparation of required documentation and support the implementation of the resulting plan of action and audit corrective measures
- Monitoring procurement process.

### Key Qualification and Experience

- A minimum of a bachelor's degree in commerce (Accounting) or any other finance management related field with a relevant experience.
- Professional qualification in ACCA or CPA is an added advantage
- Practical computer skills and experience with any accounting software is desirable
- Excellent reporting skills with the ability to meet tight deadlines
- At least three (3) years working experience with NGOs
- Demonstrated work experience in accounting including analysis, financial reporting and budgeting.
- Ability to work independently

## **Personal Attributes**

- High level of integrity, honesty and accountability
- Ability to pay attention to detail
- Able to work under minimal supervision
- Ability to maintain confidential financial information
- Strong interpersonal and communication skills
- Highly flexible

## **How to Apply**

If you feel you meet the above requirements and are interested send your application, detailed CV, copies of academic and professional papers and names of 3 work related referees to email below: [naswu2014@gmail.com](mailto:naswu2014@gmail.com)

All applications should be marked **Finance Officer**

Closing date is 27<sup>th</sup> October 2017

While we thank all applicants for your interest, only those selected for interviews will be contacted.

Any form of lobbying will lead to automatic disqualification