



**STRAIGHT TALK FOUNDATION**

**JOB DESCRIPTION FOR THE FINANCE**

- 1. **JOB TITLE**                      Finance Officer
- 2. **RANK**                              Officer
- 3. **REPORTS TO**                      Finance Manager
- 4. **SUPERVISES**                      Finance Assistant

**5. JOB PURPOSE**

To ensure accurate and efficient running of STF accounting procedures in line with STF's financial guidelines

**6. KEY RESPONSIBILITIES**

#	Main tasks	Expected output	Frequency
a	Processes staff, statutory and on-line payments	<ul style="list-style-type: none"> <li>• Timely and accurate payments</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> </ul>
b	Cross check and enter staff accountabilities into Navision software	<ul style="list-style-type: none"> <li>• Timely and accurate postings</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> </ul>
c	Prepare financial reports in line with STF financial guidelines	<ul style="list-style-type: none"> <li>• Timely and accurate financial reports for Management and donors</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>
d	Prepare organizational budgets in line with organizational needs and donor funded projects	<ul style="list-style-type: none"> <li>• Timely, accurate and comprehensive budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>
e	Carry out bank reconciliations in line with STF's financial operating procedures	<ul style="list-style-type: none"> <li>• Timely and accurate bank reconciliation statements</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> <li>•</li> </ul>
f	Take lead in ensure proper filling of all finance and accounting documents	<ul style="list-style-type: none"> <li>• All finance and accounts documents properly filled</li> </ul>	<ul style="list-style-type: none"> <li>• Daily</li> </ul>
g	Ensure all funds advanced to staff	<ul style="list-style-type: none"> <li>• Updated staff advance registers</li> </ul>	<ul style="list-style-type: none"> <li>• monthly</li> </ul>



	are properly accounted		
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## 7. INTERACTIONS

- a. All STF staff
- b. Banks
- c. NSSF and URA
- d. Internal and External auditors
- e. Vendors

## 8. DECISION MAKING

- a. Acceptance of staff accountabilities
- b. Determine appropriate posting codes in Navision
- c. Filling procedures and placement

## 9. KEY QUALIFICATIONS

### Education and training

A Degree in Commerce or Business administration (Accounting option) or other related field. ACCA/CPA qualification will be an added advantage.

### Experience

Working experience of at least 3 years in finance or audit in a busy local or international organization..

### Knowledge of

- a. Accounting packages especially NAVISION;
- b. NSSF and URA policy guidelines on social security and taxation;
- a. Principles and practices of general, fund, and NGO accounting; principles and practices of cost and fixed asset accounting; internal control and audit principles and practices;
- b. Budgeting; laws and ordinances relating to the financial administration of donor funded agencies; practices and methods of donor funded agency financing;
- c. Principles and practices of petty cash management;



- d. Financial management issues; principles and practices of business data processing particularly related to the processing of accounting and financial information;
- e. Principles and practices of maintenance of donor records

**Ability to**

- a. Analyze and make sound recommendations on financial data and operations
- b. Understand, interpret, explain and apply state laws relating to financial accounting, taxation, reporting and record keeping
- c. Manage petty cash
- d. Implement financial procedures and controls
- e. Exercise independent judgment within general policy guidelines
- f. Establish and maintain effective working relationships with all levels of STF
- g. Communicate clearly and concisely, both orally and in writing
- h. Make technical decisions

**Personal qualities required**

- a. Excellent organizational skills
- b. Ability to work with people and organizations of diverse backgrounds
- c. Excellent analytical skills
- d. Flexibility and innovativeness
- e. Keen attention to detail
- f. High levels of integrity and commitment