



STRAIGHT TALK FOUNDATION.

JOB DESCRIPTION FOR FINANCE ASSISTANT

- 1. JOB TITLE** **Finance Assistant**
3. REPORTS TO **Finance Officer**
4. SUPERVISES **None**

5. JOB PURPOSE

6. KEY RESPONSIBILITIES

#	Main tasks	Expected outputs	Frequency of delivery
a	Processing all income and expenditure (Writing cheques and sending out payments)	<ul style="list-style-type: none"> Accurate Cheques written and signed by the authorities. 	<ul style="list-style-type: none"> Daily
b	Filing all payment vouchers, bank statements plus any other financial documents for book keeping purposes.	<ul style="list-style-type: none"> All finance and accounts documents properly filled 	<ul style="list-style-type: none"> Monthly
c	Periodically extract books of account and financial reports.	<ul style="list-style-type: none"> Timely Financial Reports & donor reports 	<ul style="list-style-type: none"> Monthly
d	Process Payments for field staff and vendor payments after receiving requisitions	<ul style="list-style-type: none"> Requisitions processed and authorized 	<ul style="list-style-type: none"> Weekly
e	Receive, review and enter all field accountabilities into the Navision System.	<ul style="list-style-type: none"> Timely and accurate postings 	<ul style="list-style-type: none"> Daily
f	Manage and account for Petty cash with strict adherence to the Finance Policy	<ul style="list-style-type: none"> Accurate petty cash accountabilities 	<ul style="list-style-type: none"> Routine
g	Ensure efficient usage and payment of utilities	<ul style="list-style-type: none"> All utility bills paid promptly Measures put in place to conserve energy (water & electricity) 	<ul style="list-style-type: none"> Monthly Quarterly

7. INTERACTIONS



- a. All STF staff
- b. Service providers

8. DECISION MAKING AUTHORITY

- a. Day-to-day support to the finance and administrative function functions

9. KEY QUALIFICATIONS

Education and Training:

Bachelors Degree in Commerce or Business Administration, majoring in Accounting.

Experience:

- Fresh graduates with a minimum of a Second Upper Degree are encouraged to apply.
- Work experience of 1 year or more will be an added advantage,

Ability to:

- Establish effective working relationships with all staff
- Work collaboratively with staff at all levels
- Communicate effectively orally and in writing
- Make operational decisions

Person Specification

- Excellent communications skills, both written and verbal
- Ability to work calmly under pressure and keep to deadlines
- Organized and able to manage various project simultaneously
- Ability to work independently but also as part of a small team
- Computer Literate
- Excellent People Management Skills
- Willingness to comply with set policies and procedures.