

## KNOWLEDGE, SKILLS AND ABILITIES

### NON-STANDARDIZED POSITION



## Ministry of Rural Development and Local Government

### JOB DESCRIPTION CONTRACTUAL POSITION

#### JOB TITLE: FINANCIAL OFFICER

**JOB SUMMARY:** To contribute to the attainment of the Municipal Corporation's business objectives by providing strategic and financial guidance to ensure that the Corporation's financial commitments are met, as well as, developing all the necessary policies and procedures to ensure the sound financial management and control of the Corporation's business.

<b>REPORTS TO:</b>	Chief Executive Officer, Municipal Corporation
--------------------	--

<b>SUPERVISION GIVEN TO:</b>	Accountant II, Accountant I
------------------------------	-----------------------------

#### DUTIES AND RESPONSIBILITIES:

- Organizes and directs the activities of the Accounting Unit of the Municipal Corporation.
- Directs and controls the finance staff to ensure that they are appropriately motivated and developed and so that they carry out their responsibilities to the required standards.
- Advises the Chief Executive Officer of all Financial and Accounting matters relating to the Corporation.
- Contributes to the achievement of the Corporation's business objectives by providing advice and guidance on financial strategy.
- Establishes and maintains accounting control systems which will ensure proper recording and effective control of expenditure of the funds of the Corporation.
- Develops and maintains all necessary systems, policies, and procedures to ensure effective and efficient financial management within the Corporation.
- Prepares and submits monthly/annual financial statements, balance sheets and other financial accounting reports to the Council.
- Exercise supervision over the receipt of the Corporation's revenue and ensures that expenditure is in accordance with the existing laws and regulations.
- Establishes and maintains appropriate systems to ensure proper records of the issuance of stores of the Corporation.
- Monitors external contracts and services provided by suppliers to ensure that these are operating effectively and provide the best value to the Corporation.
- Prepares the annual Estimates of Revenue and Expenditure of the Corporation.
- Ensures that the preparation, certification and disbursement of invoices orders and vouchers are in accordance with established financial laws, rules and regulations.
- Attends meetings of the Finance Committee or other meetings as required by the Council to report on financial matters.
- Participates on team appointed for the purpose of negotiating terms and conditions of loan facilities from prospective lenders.
- Performs related duties as required.

<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Knowledge of accounting principles, procedures and legislation governing the public service.</li> <li>• Knowledge of Public Administration.</li> <li>• Knowledge of laws, bye-laws and practices of Local Government.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Ability to negotiate loans.</li> <li>• Ability to apply and adapt established methods of accounting in ensuring financial control.</li> <li>• Ability to supervise and co-ordinate the work of a group of non-professional staff engaged in accounting activities.</li> <li>• Ability to prepare and interpret financial statements and reports.</li> <li>• Ability to analyse complex financial information and produce reports.</li> <li>• Ability to maintain and establish effective working relationships with colleagues.</li> <li>• Good communication skills.</li> <li>• Strategic thinking skills.</li> <li>• Excellent interpersonal skills.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>• Qualification as a Chartered Accountant</li> <li>• A minimum of five (5) years senior level accountancy experience</li> <li>• Significant managerial experience</li> <li>• Experience of computerized accounting packages</li> <li>• Experience of supervising staff</li> <li>• Experience in Government accounting systems at a senior level</li> </ul>	