



MUSAKASA TECHNICAL TRAINING INSTITUTE

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FINANCE OFFICER

1.personal Information		
Job Title: Finance Officer	Job Level:	No. of posts: 1
Sector: Technical Training Institute and Institutes of science and Technology		
Department/section/unit: Finance		
Reports to: Principal/CEO		
Direct reports: a) Deputy Finance Officer		b) Bursar c) Accountant d) Cashier/Accounts Assistant
2. Purpose of the job:		
This position is responsible for the provision of financial services that include financial accounting, and management accounting so as to ensure the institution finances are prudently managed and quality financial information required for decision making availed in a timely manner.``		
3. Main responsibilities of the job:		
Managerial Responsibilities:		
<ul style="list-style-type: none"> a) Prepare final accounts that reflect true and fair view of the financial position of the institution to ensure compliance with the statutory requirements. b) Ensure proper interpretation and implementation of financial regulations and procedures, government circulars, letters and instructional to comply with statutory requirement i.e. Kenya National Audit Office. c) Review funds disbursement requests from department heads, and approve as appropriate, to ensure the departments have the resources required in the implementation department strategies, and to minimize on unbudgeted expenditure that might in resource waste. d) Advise the institution management on all financial matters i.e. tenders, planning, audit training to ensure sound and correct decision making. e) Oversee preparation and submission of statutory reports i.e. NHIF, PAYE, NSSF, as required by the law for compliance purposes. f) Supervise and advise on training needs of finance staff to ensure they have the right skills to execute their daily duties. g) Ensure timely preparation and submission of the institution of the institution budget to maintain accurate accounting records and preparation of management and statutory financial reports. h) Develop the institution budget to ensure sufficient allocation of resources that support the implementation of its strategy in an efficient and effective manner. 		
Operational Responsibilities		
<ul style="list-style-type: none"> a) Maintain inventory of all bank accounts to monitor the liquidity status of the institution b) Ensure availability of funds for day to day activities for efficient and effective running of the 		

<p>institution</p> <p>c) Sign cheques and vouchers within the required/set threshold for prudent and timely execution to enhance smooth running of the institution's operations</p>
4. Job Dimensions.
Financial Responsibilities
<p>a. Preparation of budget</p> <p>b. Monitor expenditure</p> <p>c. Account for all resources allocated to all departments</p>
Responsibility for physical assets
<p>a. Computer and printer</p> <p>b. Office furniture</p> <p>c. Telephone extension</p>
Nature of Decision making
<p>a. Strategic</p> <p>b. Financial</p> <p>c. Operational</p> <p>d. Analytical</p>
5. Qualifications knowledge and skills.
Minimum level of academic qualifications required to perform effectively in the role
A Bachelor Degree in Finance or related field from a recognized institution.
Minimum level of professional qualification required to perform effectively in the role
CPA K and ICPAK membership
Minimum level of knowledge that would be regularly applied to the job.
<p>a. Computer literacy</p> <p>b. Budgeting</p> <p>c. Knowledge of relevant legislation</p> <p>d. Knowledge of professional standards.</p>
Typical soft skills that would be regularly applied to the job (attributes)
<p>a. Leadership skills</p> <p>b. Communication skills</p> <p>c. Interpersonal skills</p> <p>d. Organizational skills</p> <p>e. Ability to work under pressure</p> <p>f. Negotiation skills</p> <p>g. Team building</p> <p>h. Problem solving</p> <p>i. Conflict management</p> <p>j. supervisory</p>
Other requirements e.g regulatory/statutory/institutional required to comply with for appointment to this role.
<p>a. Certificate of good conduct</p> <p>b. Compliance with Chapter 6 of the constitution</p>
6. Relevant Experience required
Minimum number of months or years of experience the job holder is required to have to be appointed to the position.
8 years of relevant working experience.

7. Problem Solving
Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.
8. Communication
Communication/information the job holder needs to understand in order to perform the job:
<ul style="list-style-type: none"> a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Detailed e-mail , fax or mail correspondence e) Written government policy documents affecting the job holder's area of responsibility f) Current legislation affecting the job holder's area of responsibility g) Factual reports on aspects of the institution such as policy guidelines h) Complex financial reports.
Communication/information the job holder needs to carry out in order to perform the job:
<ul style="list-style-type: none"> a) Communication around escalated or difficult queries with internal or external customers or clients b) Detailed technical explanation of services or concepts to employees of the institution or clients c) Detailed e-mail, fax or mail correspondence d) Drafting of factual reports, presentations, procedure or policy documents or training material
9. Influence.
Job holder's influence over practices , policies or strategy:
Has a strong influence on the strategic direction of more than one department or divisions.
Job holders' influence over subordinates and colleagues
Supervises and allocates work to subordinates
Job holders' influence over people outside the directorate but within the institution and people outside the institution.
<ul style="list-style-type: none"> a) Conveys information inside the unit/department b) Conveys information outside unit/department but within the institution. c) Conveys information outside the institution d) Persuades team members within their unit or department e) Persuades team members outside unit/department but within the institution f) Negotiates with teams outside of the institution g) Negotiates with teams within the unit/department
10. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
Working Environment
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line outside world.
Job Hazards:
Slight. There is very slight chance of accident or health hazards. Usual office situation, with minimal exposure.