



NATIONAL DRAINAGE AND IRRIGATION AUTHORITY

JOB DESCRIPTION

POSITION: FINANCE OFFICER 1

REPORTING TO: ASSISTANT ACCOUNTANT

BAND: 2

The holder of this post has the responsibility of conducting financial duties in accordance with the Financial Regulations and Audit Act.

Main responsibilities

- receives and pays out cash;
- writes up cash books;
- writes up collector's cash book statement;
- compiles returns of unused receipts;
- maintains contracts register;
- records telephone accounts;
- maintains salary register and prepares salary pay sheets;
- maintains PAYE register for daily, weekly, fortnightly and monthly paid employees;
- prepares voucher for contract gratuity;
- operates ordinary impress;
- maintains allocation register and summaries financial returns;
- maintains vote accounts ledger;
- complies financial reports to reflect indebtedness of officers;

Requirements

Five (5) CSEC subject which includes passes of grades 1, 2 or 3 in Mathematic and English.
Must be computer literate in the use of MS Word and Excel

Supervisory Responsibility

This job holder will not be responsible for supervising any personnel.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Fridays from, 8:00 a.m. to 3:30 p.m. respectively.

Prepared by: Ms. J Blackman

Senior Human Resource Officer

Dated : 2019-09-26