

TERMS OF REFERENCE (ToR)

Position: Assistant Accounts Officer

Position Level: S1

1. Background

The Assistant Accounts Officer is responsible for managing the organization's financial records, ensuring compliance with financial regulations, and supporting efficient financial operations. He or she will be responsible for preparing business plan. The role contributes to transparency, accountability, and sound financial management.

2. Objectives of the Position

- To maintain accurate financial records and reports
- To ensure compliance with financial policies, rules, and regulations
- To support budgeting, auditing, and financial planning processes

3. Scope of Work / Key Responsibilities

3.1 Financial Management

- Maintain proper books of accounts and financial records
- Record daily financial transactions in accounting systems
- Ensure accuracy and completeness of financial data following the enterprise resource planning (ERP) system.

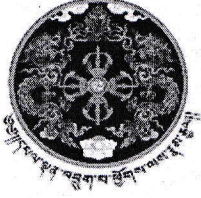
3.2 Budgeting and Planning

- Assist in preparation of annual budgets
- Monitor budget utilization and report variances
- Support financial forecasting and planning

3.3 Payment and Receipts Management

- Process payments, invoices, and reimbursements
- Verify supporting documents before payment processing

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- Maintain records of receipts and expenditures

3.4 Financial Reporting

- Prepare monthly, quarterly, and annual financial reports
- Submit timely financial statements to management and also to the Ministry of Finance
- Assist in preparation of management reports including Annual Performance Compact

3.5 Compliance and Internal Control

- Ensure compliance with financial rules, regulations, and policies
- Maintain internal control systems to safeguard assets
- Support audit processes and respond to audit queries

3.6 Bank and Cash Management

- Reconcile bank statements regularly
- Monitor cash flow and ensure adequate liquidity
- Maintain petty cash records

3.7 Audit and Documentation

- Prepare documents for internal and external audits
- Ensure proper filing and documentation of financial records
- Address audit findings and recommendations

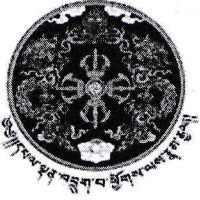
4. Reporting Line

The Accounts Officer shall report to the Finance Manager but will also report to the Chief Executive Officer whenever is called.

5. Duration of Assignment

Contract term for 1(One) year.

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6. Qualifications and Experience

- Bachelor's Degree in Accounting, Finance, or related field.
- Knowledge of accounting software and financial systems.
- Strong understanding of financial rules and regulations.

7. Skills and Competencies

- Strong analytical and numerical skills
- Attention to detail and accuracy
- Good communication and reporting skills
- Integrity and confidentiality
- Ability to work under pressure and meet deadlines

8. Performance Indicators

- Timely preparation of financial reports
- Accuracy of financial records
- Compliance with financial regulations
- Successful audit outcomes

9. Confidentiality

The Accounts Officer must maintain strict confidentiality of all financial and organizational information.

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