

Organisation : Special Education Needs Authority

Post C : Assistant Financial Operations Officer (*Contract Basis*)

SALARY SCALE:

Rs19850 x 325 – 21475 x 375 – 22225 x 400 - 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900
- 37450

QUALIFICATIONS:

By selection from among officers in the grade of Management Support Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Management Support Officer and the former grades of Officer and/or Clerical Officer/Higher Clerical Officer and who –

- (i) have a good knowledge of policies, rules and regulations relating to the management of Financial Operations in the Public Service;
- (ii) possess effective interpersonal and communications skills; and
- (iii) possess effective analytical and problem-solving skills.

DUTIES:

To be responsible to the Head of the Finance Section of the Authority for the performance of the following duties:

1. To prepare payment of Salaries/Wages, Travel Grant, Travelling/ Travelling Allowances, Overtime, Creditors, and all 'Other Charges' bills.
2. To contribute to the preparation for payment as per the Grant in Aid government Programme.
3. To assist on matters relating to financial management and operations.
4. To submit timely and accurate, financial-related information to the Board.
5. To maintain, complete and update records of all financial transactions and to guard against irregularity and fraud.
6. To write up Cash Book, make entries in Ledger and Journal, and maintain Books of Accounts and Records.
7. To prepare Bank Reconciliation Statement and Statistical and other returns.
8. To use ICT in the performance of his duties.
9. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Assistant Financial Officer in the roles ascribed to him/her.