

Organisation : Special Education Needs Authority

Post D : Principal Financial Operations Officer (*Contract Basis*)

SALARY SCALE:

Rs 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600

QUALIFICATIONS:

By selection, on the basis of experience and merit, of officers in the grade of Senior Financial Officer or Principal Financial Officer.

DUTIES:

To be responsible to the Director of the Authority for the performance of the following duties:

1. To assist and advise on matters related to financial management and operations.
2. To ensure that:
 - i. The correct application of financial, procurement, other relevant legislation and regulations are complete, up to date and aligned with all financial transactions made;
 - ii. Prompt payment to all stakeholders in line with provisions in the Financial Management Kit and other relevant legislations;
 - iii. Timely submission of returns in respect of Pay As You earn, Tax Deduction at source and other contributions;
 - iv. Smooth running of the information system (HRPTA) in relation to payroll module and where appropriate, run, analyse and validate reports;
3. To implement project-based budgeting as per government Programme for the Authority.
4. To supervise all fields of financial administration.
5. To contribute technically for the drafting of a Financial Management Manual in line with established financial Norms and Standards.
6. To report and investigate cases of complaints, fraud and irregularity.
7. To actively participate in the preparation of budget, monitoring, expenditures, revenue forecasts and revised Estimates.
8. To attend audit queries on financial issues, provide materials for reply and take corrective measures as directed.
9. To submit financial statements/returns as and when required.
10. To arrange and organize training of subordinate staff.
11. To make use of Information Technology in the performance of the duties.
12. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Principal Financial Operations Officer in the roles ascribed to him/her.