



POSITION DESCRIPTION

POSITION TITLE:	DATE:
Financial and Reporting Coordinator	14 th March 2024
REPORTS TO:	APPROVED BY:
Finance Manager	Chief Financial Officer
JOB OVERVIEW	
<p>The role of the Financial and Reporting Coordinator is to provide financial, administrative, and clerical support to CTI and its partners; to ensure that all transactions are in adherence to Finance’s policies and procedures as it related to Financial Reporting, VAT, Accounts Payable, Accounts Receivable, Procurement & Inventory Management; Bank Reconciliations and Payroll. S/he will report to the Finance Manager. The Finance Reporting Officer will also have to collaborate with various departments to ensure compliance with regulatory standards and donor requirements as it pertains to the finance department.</p>	
KEY DUTIES AND RESPONSIBILITIES	
<p><u>Key Duties and Responsibilities</u></p> <p>Financial and Reporting</p> <ul style="list-style-type: none"> • Preparation timely and accurately monthly and quarterly financial statement and reports • Record financial transaction and maintain accurate financial records • Record journal entries in company’s general ledger • Oversee fixed asset register • Tags and monitors fixed assets, such as furniture, equipment, vehicles, buildings, tools, etc. • Oversee the Organization’s inventory supplies (stores) • Respond to enquiries regarding products and inventories. • Perform inventory control to ensure optimal inventory levels. • Maintain inventory reports according to standard documentation and archiving procedures. • Assist with quarterly board package preparation and provide support to management team as needed. • Maintain confidentiality of financial information • Monitor Petty cash • Assist with budget preparation and reports • Assist with development of policy and procedure • Perform all other duties assigned. <p>Accounting and book-keeping</p> <ul style="list-style-type: none"> • Prepare quarterly VAT report • Record day to day financial transactions 	

- Assists with Value Added Tax record keeping
- Assist with Value Added Tax filing
- Assist with Business License filing
- Assist with all regulatory record keeping and filing

Accounts Payable

- Review accounts payable aging and identify delinquent payments
- Scrutinize and process credit card bills
- Assist in month end closing
- Maintain files and documentation thoroughly and accurately, in accordance with company policies.
- Assist with other projects as needed

Reconciliations

- Prepare monthly bank reconciliation
- Maintain appropriate files, reports, documentation and data.
- Reconcile and rectify vendors' general ledger accounts.
- Ensure follow-up action as and when necessary.
- Adhere to corporate standards and procedures in reconciliation activities.

Clerical

- Maintains an orderly filing system
- Reviewing files and records to answer requests for information
- Checking and entering data
- Updating and maintaining databases
- Coordinating workflow
- Keeping office area neat and tidy

Payroll

- Reconcile weekly and monthly employee payroll and deductions
- Maintain a payroll schedule including insurance coverage, loan payments, salary increases, new employees, terminations, transfers, and promotions
- Maintain records of employee attendance leave and overtime to calculate pay and benefit entitlements (Leave tracker and NIB).
- Assist with NIB Filing.

KNOWLEDGE & REQUIRED SKILLS

Job Related Competencies and Skills

Core Competencies

- Demonstrate financial reporting skills.
- Demonstrate ability to manage and operate computerized accounting and payroll system.

- Excellent computer skills
- Well-developed oral, written, and interpersonal communication skills
- Demonstrate critical thinking skills
- Ability to assist with the basic perpetrations and groundwork necessary to facilitate financial reporting for the department.
- Works efficiently in high pressure situations
- Great organizational skills
- Confidential and Trustworthy
- Flexible and Innovative
- General understanding of grants, bonds, donor relations, and the management of restricted and unrestricted funds.
- Clear understand of the values and vision of CTI/OEF

Experience/Education

- Bachelor's degree in accounting preferred (not required)
- Four to seven years of experience in non-profit /private accounting or bookkeeping (preferred)
- Proven experience with QuickBooks (required)
- Familiarity with 'Square' system would be beneficial.
- Effective communication and interpersonal skills
- Strong organizational and time management skills
- Proficient in Microsoft Excel and Word

Acknowledged and agreed by:

Date: