



JOB DESCRIPTION FOR FINANCE AND ADMINISTRATION OFFICER

Title:	Finance and Administration Officer
School/Division:	Finance Department
Stream	Technical Support Services
Reports to:	Director Finance
Location/Campus:	SINU, Kukum Campus

1. SUMMARY OF DUTIES

Responsible for the efficient running of the finance and administrative functions of the Finance Department. Proper management of customer services and stores for the department, manage and vet customer appointments for the officers of the department. Provision of administrative support for the Head of the Department. Manage and monitor the budget of the department. Manage staff payroll and other matters relating to staff welfare.

2. MAIN DUTIES AND RESPONSIBILITIES

Administration and Finance

- Provision of secretarial services and administrative support to the head of the department;
- Responsible for the accurate tracking of the finance budget through a commitment reporting system;
- Liaise with the budget officer during the preparation of the annual budget for the drafting of the departmental budget for the finance department;
- Liaise with the HR payroll team to ensure fortnightly payroll amendments for finance staff are submitted and processed on the due date;
- Work with the HR payroll team to resolve all payroll-related matters for the finance staff;
- Liaise with the HR team to ensure all vacant positions are filled on a timely basis;
- Liaise with the HR team regarding staff contract renewal or expiry and ensure staff appraisal forms are completed and submitted on time;
- Maintain and update the finance establishment;
- Coordinate the redeployment of staff to ensure the efficiency of the operations of the finance department;
- Liaise with finance staff so that a leave roster is produced on an annual basis;
- Coordinate staff travel arrangements including transportation and accommodation;
- Organize and maintain filing system and databases in a secure environment;
- Maintain and order office supplies;



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- Manage the finance office so that all areas of the finance office are in order such as daily cleaning, restocking office supplies, office maintenance, managing the office cleaner, and office security.
- Customer service
- Greet visitors and point them in the right direction, attend to inquiries and create a welcoming environment;
- Manage communication including emails and phone calls;
- Screen phone calls, redirect calls and take messages;
- Schedule appointments, and meetings and make reservations;
- Receive deliveries of supplies and distribute, sort and distribute incoming and outgoing mail;
- Carry out any other duties that are aligned with the position.

3. ADMINISTRATION & GENERAL RESPONSIBILITY

- All responsibilities are expected of an officer within the finance department. The officer is expected to participate in university-wide activities commensurate with the roles and responsibilities of a professional.

4. MINIMUM QUALIFICATION

Education Background

- At least a Degree in Business Studies, Accounting, Finance, Commerce, Administration or a related field in a recognized institution

Professional Experience

- At least 3 years of experience in an accounting and administration position in a reputable public or private organization.
- Well-versed in administration and financial functions.
- Well-versed with administration and financial information systems, and Microsoft products.

5. KNOWLEDGE, SKILLS AND ATTRIBUTES

- Excellent interpersonal and commercial skills.
- Proven ability to work under pressure with minimum supervision, delivering results on target.
- Excellent written and verbal communication skills.



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- Excellent skills in practical administrative and financial tasks.
- Ability to work and deal with people of different professions and diverse backgrounds.
- Must be of excellent character.

TERMS AND CONDITION

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Officers under the Technical support service. The contract is renewable subject to good performance.