

Management Assistant (MA 1-2)

Job Description

1. Attending to all financial matters relating to funds allocated to NASTEC, under the
 - Petty cash accounts
 - S&T services accounts
2. Preparation of vouchers corresponding to the monthly payments for services and supplies
3. Handling aspects of payments for utilities
4. Maintaining of cashbook, writing and dispatching of cheques and revalidation of cheques
5. Preparation of
 - Cash book
 - Withdrawal applications to imprest fund
 - FR 66 applications
6. Payment and maintenance of relevant registers for the following
 - Consultancy (Study Group or Expert Committee members and consultants)
 - Equipment
7. Maintenance of following registers
 - Fixed assets
 - Contract
 - Disbursement
8. Preparation of financial statements, estimates and appropriation accounts, semi monthly statements and monthly, quarterly and annual financial progress reports as guided by the Deputy Director - Finance and Administration
9. Reconciliation of Bank Statements
10. Assist in functions of internal audit related activities-+---
11. Provide assistance to compile audit reports
12. Assist in secretarial work for procurement activities
13. Assist in any cross-check on performance/tender/accounting reports.
14. Maintaining office stocks
15. Assist in conducting the annual board of survey
16. General secretarial work pertaining to assigned superior officers
17. Provide support (Sinhala typing, page setting, collection of information, translation of Tamil/Sinhala etc.) in relation to Annual Reports
18. Computational work in support of all activities assigned to staff
19. Assist in formatting and page setting of all reports of NASTEC
20. Maintenance of files and associated functions
21. Maintaining the calendars of events of senior officers for future references
22. Manning reception desk, receiving visitors, and directing them to relevant officers
23. Attend to all correspondence via telephone messages, receiving visitors, and directing them to relevant officers
24. Maintaining incoming and outgoing mail/fax registers
25. Operation of office equipment including photocopier, fax, telephone system, etc., and directing telephone calls and fax messages to relevant officers

26. Handling record room and library
27. Maintenance of leave registry, attendance etc.
28. Handling stationery items
29. Assist in organizing conferences, meetings and any other functions
30. Handling NASTEC vehicle files, preparing gate passes and ensuring the documents are in order
31. Assist in functions of rental agreements, insurance, etc. (including renewals and reminding) and ensure the documents are in order
32. Assist in the recruitment process and preparation, maintain the files
33. Provide support to organize training/capacity building programmes and maintain files
34. Make available accurate and correct information on the work assigned
35. Overall responsibility for dispatching letters faxes & emails to other institutes on time
36. Assisting in ensuring the cleanness of office premises and its safety
37. Any other functions assigned by the Director, Deputy Director (Finance and Administration) and other senior staff