

## **Terms Of Reference - Finance Officer**

1. Assists in preparation of cash forecast
2. Assists in detailed variance analysis
3. Assists in compliance with Government regulations
4. Assists in the preparation of final financial accounts
5. Supports the Finance Manager with all financial monitoring systems
6. Assists in budget monitoring and preparation of monthly expenditure and allocation report.
7. Assist Procurement Specialist where it is necessary
8. Ensures accuracy of all financial documents and data entry
9. Monitor advance payment settlements
10. Ensures the timely disbursement of funds for project implementation
11. Responsible for vigilant checking of all payment vouchers, Journals, bank reconciliations, fixed asset register and supporting documentation
12. Assists in providing financial information required by all stakeholders
13. Assists in providing necessary schedules and documents for reprogramming activities.
14. Any other tasks related to finance designated by the Project Director which may arise out of the course of business.