

Job Description
Finance Officer (JM 1-2)

1. Attending to all financial matters relating to funds allocated to NASTEC, under the
 - Petty cash accounts
 - S&T services accounts
2. Handling of all aspects of payments for utilities
3. Maintaining cashbook, writing and dispatching of cheques and revalidation of cheques
4. Preparation of
 - Cash book
 - Withdrawal applications to imprest fund
 - FR 66 applications
5. Payment and maintenance of relevant registers for the following
 - Consultancy (Study Group or Expert Committee members and consultants)
 - Equipment
6. Maintenance of following registers
 - Fixed assets
 - Contract
 - Disbursement
7. Preparation of estimates and appropriation accounts, semi-monthly statements and monthly, quarterly and annual financial progress reports as guided by the Deputy Director - Finance and Administration
8. Reconciliation of Bank Statements
9. Provide support in responding to audit queries
10. Assist in all procurement activities in line with government procurement guidelines
11. Assist staff in the management and control of stores, inventory, and other assets, ensuring proper maintenance, record-keeping, and compliance with relevant regulations
12. Assist the Deputy Director in submitting the Board of Survey report and resource disposal in line with government guidelines
13. Prepare and verify staff salary payments, cash forecasts, overtime claims, and other payroll-related transactions in accordance with government financial procedures
14. Overall coordination of Audit and Management Committee meetings, minutes taking and distribution of minutes and relevant documents for follow up
15. Assist in the preparation of financial reports for submission to the monthly Commission meetings, maintaining proper documentation and accuracy.
16. Provide required information in preparing the Manual of Procedure
17. Any other duties assigned by the Chairman/ Director/CEO/Deputy Director and other senior staff.