

Job title	:	Finance Officer
Salary Scale	:	Rs 38750 x 1250 - 41250 x 1450 - 42700 x 1700 - 66500 x 2000 -72500
Reporting to	:	Head Corporate Services
Job objective	:	<ul style="list-style-type: none"> • To be responsible for the day-to-day administration of the finance function of the Competition Commission
Academic qualifications and Experience Requirements	:	<ul style="list-style-type: none"> • School Certificate with credit in at least six subjects including English, French, and Mathematics obtained at one and same sitting or equivalent • Higher School Certificate with passes in three subjects at Principal Level obtained at one and same sitting or equivalent • A qualified Accountant - Member of ACCA / CIMA, or an equivalent qualification acceptable to the Commission • A minimum five years' relevant experience in accounting or audit; experience in public procurement would be an advantage
Desirable Knowledge, Aptitude and Competencies	:	<ul style="list-style-type: none"> • Conversant with legislation applicable to Statutory Bodies and International Public Sector Accounting Standards • Resourceful, hardworking and self-motivated with excellent interpersonal and communication skills • Good self-management and time-management skills, and ability to prioritise conflicting objectives • Ability to work within short deadlines and beyond core responsibilities • Computer literate with good knowledge of office tools and accounting package
Main Duties	:	<ul style="list-style-type: none"> • Reporting to the Head Corporate Services, the Finance Officer shall be responsible for the day-to-day administration of the finance function of the Competition Commission; • To ensure that all finance and procurement regulations are correctly applied and complied with; • To keep proper, complete and up-to-date records of all financial transactions; • To prepare the annual budget and monitor expenditures, revenue and cash flow; • To prepare final accounts in accordance with statutory requirements; • To prepare and submit monthly financial reports including cash flow forecasts. • To prepare monthly payroll and effect payment of salaries and other expenses; • To effect timely posting of entries in relevant accounts, updating of records, performing monthly bank reconciliation, etc.; • To perform procurement exercise according to relevant rules and laws, and overseeing contractual agreements, ensuring adherence and timely renewal; • To prepare statistical data; • To assist in preparing annual report; • To assist in the organisation of events and advocacy activities; • To assist in other administrative duties; and • To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the incumbent in the role ascribed to the latter