

**Terms of Reference: Asst. Finance Officer (including but not limited to)**

**Operations (Accounts Payable, Accounts Receivable, others):**

1. Process vouchers related to college operations, verify expenses against budget provisions, check the status of advances, and complete proper entries in Tally (accounts, ledgers, cost centres). Review and incorporate supply/purchase orders, stock/MAS entries, etc. in processing vouchers from the procurement and other offices as assigned.
2. Advances - Ensure timely settlement of imprest/specific advances, regular follow ups and monthly reporting on unsettled/outstanding advances.
3. Stock reconciliation statements / physical verification of inventory, reporting, etc.
4. Receipting functions: track of collection, invoices, follow up on invoice payments, and submission of revenue collection statements in conjunction with other incumbents –tracking revenues through Business Development and ancillary operations such as facility rentals, billing for water supply scheme, laundry services, etc.
5. Payroll processing, remittances, PIT certificate, Employee related payments, full & final settlements, etc.

**Assets:**

1. Assets: Take overall responsibility for, and assist in the maintenance of Asset registry
2. Physical verification of Assets in accordance with the set frequency and disposal of unserviceable assets, asset movement and disposal process, depreciation schedules, etc.
3. Verify & recommend on distribution of assets such as furniture, appliances, etc. when requested by any other departments to the Stores or Administration Office. Monitor locations and movements of assets.
4. Handle the codification of assets / inventorization, asset registry, process documentation & verification.
5. Other asset related functions.

**Budgets, Audits, Financial Statements, etc.**

1. Assist Finance Manager in the preparation & checking of budget data with regard to accurate use of ledgers and cost centres, & in generating quarterly variance reports, etc.
2. Assist the Finance Manager in the preparation of Financial Statements - Trial Balance, P&L A/c, Balance Sheet on a periodic basis.
3. Attend, make arrangements for, facilitate & support annual and other audit functions.
4. Any other tasks as and when assigned

Reporting: The Asst. Finance Officer reports to the Finance Officer or Finance Manager as assigned.