

Community Health Promotion Fund – Registered Trustees

Job title	Accountant-assistant (75%) / Administrative assistant (25%)	
Aim of the position	Support the CHPF accounts department and the secretariat in daily operations. As the accounts-assistant, you will, under guidance of the finance manager, operate, manage, and report on the assigned core accounts of CHPF (25% of your time) for secretariat, student education fund and staff education and development fund as well as the smaller project accounts (50% of the time). As the administrative-assistant (25% of your time) you will assist the program manager with receiving visitors and phone calls, typing, filing and other administrative duties.	
Environment	You will operate from the CHPF offices. You will directly relate with the Finance manager and accounts officers for the various accounts and daily management of cash advice and reporting.	
Reports To	Finance manager and Programs manager	
Result areas (in core tasks)		
Budgeting <ul style="list-style-type: none">- Give the necessary/relevant data required in the process of developing and reviewing budgets.- Facilitate the finance manager, program & project managers with relevant data required to prepare yearly, monthly, or activity budgets while working closely with those budget-holders to enable them to make accurate decisions- Facilitate the program manager with accurate data that will enable her to properly run the secretariat	Performance indicators <ul style="list-style-type: none">- Budget information is easily available and accurate- Satisfaction of the programs manager and the finance manager with the provision of information.	
Data entry <ul style="list-style-type: none">- Ensure daily correct entry of all donations received and payments and transfers made in the QuickBooks system.	Performance indicators <ul style="list-style-type: none">- QuickBooks system up to date at any time- Few data entry errors	
Reconciliation <ul style="list-style-type: none">- Perform daily check of available cash and petty cash- Perform daily reconciliation of available cash and petty cash against cash book and QuickBooks- Prepare monthly reconciliation of cash and petty cash- Prepare monthly reconciliation of the bank accounts	Performance indicators <ul style="list-style-type: none">- Documented overview of daily checks performed- Monthly reconciliation forms prepared and signed off	
Administration of bank accounts, transfers, and cheques <ul style="list-style-type: none">- Administer the bank accounts- Execute fund allocation requiring transfer between CHPF accounts as directed by finance manager or programs manager.- Prepare cheques for cash collection and payment to third parties based on written requisitions from the finance manager and get them signed by respective signatories- Ensure all cheques for statutory deductions are prepared correctly and are paid within the set deadlines to avoid attracting penalties.	Performance indicators <ul style="list-style-type: none">- No avoidable delays in activities due to late payments or late cash collection- No incidents of declined cheque transactions due to avoidable errors- No incidents of penalties for late payment- Few cancelled cheques- Book with issued cheques well maintained- No incidence of missing cheque books	
Documentation and filing <ul style="list-style-type: none">- Monthly check of all accounts and administration documentation- Ensure all financial/administrative records are kept accurately and securely and in line with legislative requirements.	Performance indicators <ul style="list-style-type: none">- Hard copy accounts/administrative documentation complete, correctly kept, and easily accessible by authorized persons- Soft copy accounts/administration documentation complete, correctly kept, and easily accessible, retrievable and accessible by authorized persons	
Reporting <ul style="list-style-type: none">- Forward monthly accounts reports to the finance manager and the programs manager	Performance indicators <ul style="list-style-type: none">- Drafts reports that have few or no errors and submits them on time.	

Administrative responsibilities <ul style="list-style-type: none"> - Receives visitors and directs them appropriately - Responds to incoming calls in a welcoming manner - Types manuscripts(clerical) for the secretariat - Ensures well organised filing of documents for easy accessibility, traceability and retrievability. - Ensures documents are well typed, copied and scanned - Ordering quality supplies and ensure timely delivery - Manages the diary of the Program manager. - Books the Board room to reserve space for the meeting. - Takes Minutes during meeting and ensure they are well filed, - Any other duty assigned 	Performance indicator <ul style="list-style-type: none"> - Behaviour/office etiquettes - Timely response on incoming calls - Well filed, typed ,copied, and scanned documents/ reports
Context, authority and responsibilities	<ul style="list-style-type: none"> - <i>Authority:</i> Decides about the daily activities - <i>Context:</i> All CHPF accounts related activities - <i>Accountability:</i> To the Finance manager/ Programs manager
Contacts	<ul style="list-style-type: none"> - Accounts staff of CHPF - Accounts staff of NCMTC for student development Fund - Accounts for SEF - Accounts for secretariat - Smaller project accounts
Requirements for the position	
Qualifications	<ul style="list-style-type: none"> - Educated to Diploma level (Financial Accounting) or equivalent (essential) - Fully qualified accountant – CPA part 2 (desirable)
Experience and competencies	<ul style="list-style-type: none"> - Demonstrable practical experience of working to a similar level as an accounts and administration assistant. - Demonstrable experience with data entry in QuickBooks, reconciliation, bank administration, documentation of financial transactions and financial reporting. - Computer literate and have extensive knowledge of Microsoft Excel (essential) and Microsoft Access (desirable). - Ability to develop, establish and maintain positive relationships with staff, suppliers and others. - Keen attention to detail. Well organized, task orientated and able to co-ordinate a range of activities. - Able to prioritize and deliver to tight timescales/deadlines. - Friendly and personable but confident to asks questions, challenge and seek clarification when required. - Able to work on own initiative in a pro-active manner.

The above description intends to describe the general nature and level of work being performed by employees in this position. It is not intended as an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.

Program Manager

Addah Alela

Finance Manager

Peter Shikote

DATE:

DATE:

SIGNATURE:

SIGNATURE:

I AGREE TO UNDERTAKE THE ABOVE DUTIES AND RESPONSIBILITIES OF ACCOUNTS AND ADMINISTRATIVE ASSISTANT:

DATE: NAME: SIGN: