

## **Finance Officer/Analyst**

### **I. SCOPE OF WORK**

The Finance Analyst/Officer is responsible for managing the finances of CCAC accountably and responsibly.

### **II. LIST OF DUTIES**

**The main duties and responsibilities of the Finance Analyst/Officer include:**

- Verify the accuracy, validity, and legitimacy of all payments and the completeness of financial documents (purchase requests, purchase orders, invoices...), proper coding and authorization before payments are made;
- Establishing and maintaining an Accounting Records System to ensure that complete, accurate, and current files are in order;
- Preparing monthly financial reconciliation reports, and requests for subventions;
- Preparing and submitting CCAC's annual capital and recurrent budget;
- Carry out a daily consolidation of the petty cash, and ensure all payments are made in a timely manner;
- Preparing monthly payroll, ensuring payments to NIS and GRA;
- Ensuring all procurement processes comply with applicable procurement and financial regulations;
- Ensure all financial and supporting documents are archived and stored in a safe place;
- Compiling and delivering required, regular, and occasional reports as may be requested by the Director or Board of Commissioners;
- Preparing financial statements and ensuring that audits are carried out efficiently;
- Participating in CCAC outreaches, activities, and events, if necessary;
- Any other duties so assigned by the Director.