**Terms of Reference**

Title : **Finance Assistant**

Reports to : Financial Management Specialist

The position of Finance Assistant will be working under the supervision of the Finance Management Specialist.

**Qualifications and Experience:**

The Finance Assistant shall have education up to the Higher Secondary level with 1 year experiences in the finance related task. She/He should have very good knowledge of computer based applications, viz. Microsoft Word, Excel and PowerPoint. She/He shall have good command over spoken and written English.

**Key Responsibilities:**

1. Processing of salary/ benefits, allowances and others perks of all locally employed staff and get approval from the FMS.
2. Maintaining VAT ledgers and timely submission of the VAT refunds. Timely deposit of Withholding Tax verifying returns from the Inland Revenue Office.
3. Reconciling Bank accounts.
4. Ensure all payments to invoices are made on time.
5. Ensure all the financial transactions are in order; manage records, file invoices and receipts.
6. Responsible for maintaining petty cash.
7. Responsible for carrying out other task as assigned from time to time by the FMS.