



Salaries & Remuneration
Commission
Rewarding productivity

Jaramogi Oginga Odinga University of Science and Technology

Finance Department

April 2017



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1. Introduction

1.1. Organisation Design

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) is one of the younger universities in the country. Its recent history dates back to 2009, when Bondo University College, with a student population of only 200 students took over the Bondo Teachers' Training College premises. Bondo University College was established as a constituent college of Maseno University through Legal Order No. 56 of May 11, 2009. .

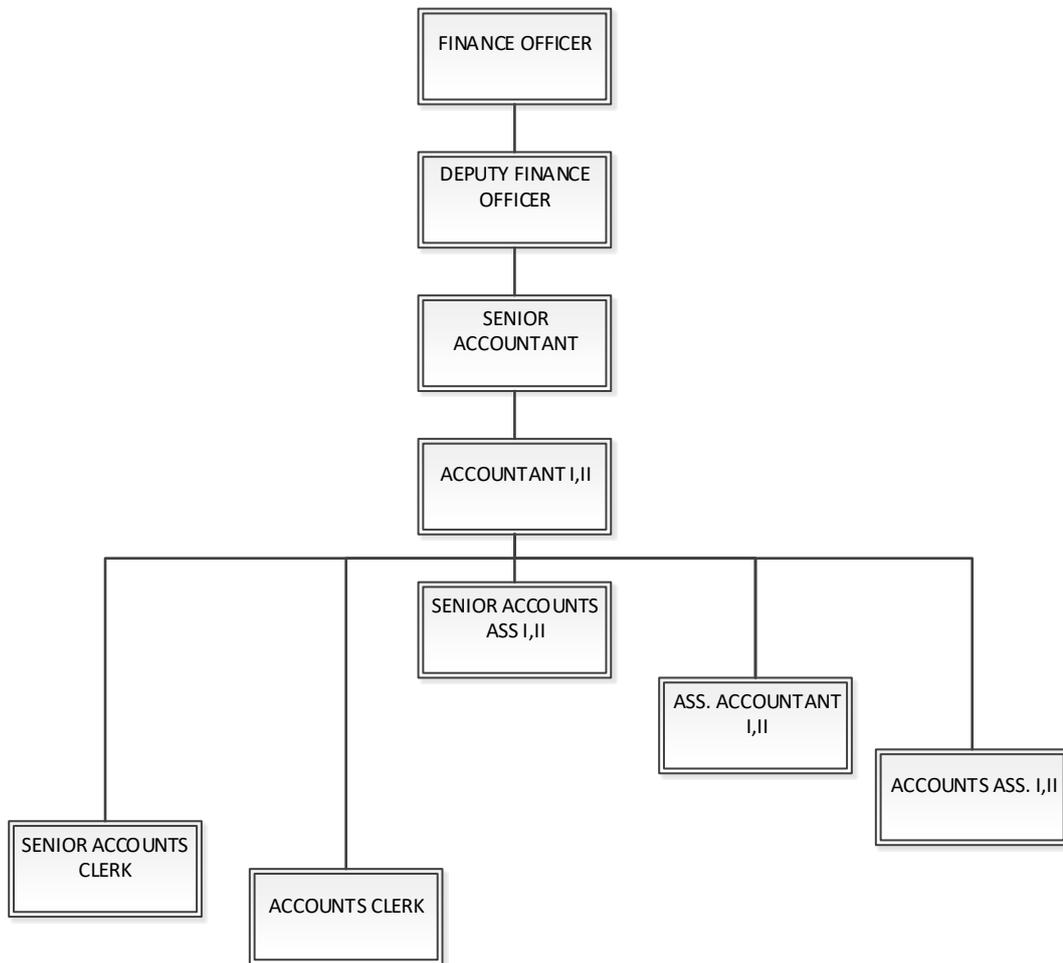
JOOUST was granted a charter on February 13, 2013 by then president Mwai Kibaki making it the 16th public university in Kenya. Over time, the student population has grown to 10,265 as at the beginning of 2016.

Located 70 kilometres west of Kisumu in Bondo Town of Siaya County is the main campus. The university also has three other campuses / Learning Centres; Nambale, Kisumu and Kisii.

JOOUST's vision is to be '**A beacon of excellence and global leader in University Education for sustainable development**' while its mission is to provide quality education that nurtures creativity and innovation through integrated training, research and community outreach for the advancement of humanity.

This job description manual consists of jobs that were analysed in Jaramogi Oginga Odinga University of Science and Technology. It contains job descriptions which are documented from information provided by job holders and validated by their respective supervisors from the job analysis exercise that was concluded in March 2017.

2. Finance department



Finance Department Organisational Structure

2.1 Finance Officer

1. Background Information			
Job Title: Finance Officer	Job Level: JOOUST/FIN/005	Current Grade: 15	No. of Posts:
Institution: Jaramogi Oginga Odinga University Of Science and Technology		College/ School / Faculty: Main campus	
Directorate/Division: Planning Administration and Finance		Department/ Section/Unit: Finance	
Reports to: DVC Planning, Administration and Finance			
Direct Reports: Deputy Finance Officer		Indirect Reports: Senior Accountant	
2. Purpose of the Job:			
To prepare comprehensive financial statements, monitor the budget and the finance department operations to ensure that the financial reports complies with the international financial reporting standards and other relevant regulations and guidelines for proper running of the university.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Formulate, develop and implement financial policies for the finance department to ensure that they are in line with the financial regulations and accounting standards. b) Develop annual budgets for the institution for proper management of resources c) Advise the on new investment opportunities for the university to aid in generation of income and increase the university net worth. d) Allocate duties to the finance staff and supervise them to ensure quality service delivery to the students, staff and other authorized guests who may require finance services. e) Provide management advice on the final financial statements before being submitted to the auditors for examination on their status in regard to true and fair representation of the university. f) Provide advice to the institution on financial matters for example financial status, source of funds, donors and how to allocate funds to various projects that that are viable to the university. g) Control the financial resources to ensure optimal utilization of financial resources through proper allocation of funds to various departments in the institution.			
Operational Responsibilities:			

- a) Review the university financial statements to ensure that they comply with the regulatory requirements e.g. international financial reporting standards.
- b) Organize staff training and development programs to ensure continuous development of staff for better services in the department.
- c) Monitor the university expenditure to ensure university budgetary control are strictly adhered to for proper utilization of the university resources.
- d) Prepare management and statutory reports and publications of the same for submission to public.

4. Job Dimensions:

Financial Responsibilities

- a) Consolidate budget for the entire university compliance with the financial standards and regulatory framework
- b) Prepare comprehensive financial statements for publication and presentation to the relevant regulatory bodies to show the status of the university.
- c) Approve and authorize the university expenditure in line with the budget to support the university operations and promote academic excellence.

Responsibility for physical assets

- a) Computers
- b) Furniture
- c) Printer
- d) Cash safes
- e) Stationery
- f) University physical assets.

Nature of decision making

- a) Strategic decision making
- b) Financial decision
- c) Analytical decisions
- d) Operation decision

5. Qualifications Knowledge and Skills:

Minimum level of academic qualifications required to perform effectively in the role

Master's degree in finance/accounting or any other relevant field.

Minimum level of professional qualification required to perform effectively in the role

- a) CPA K
- b) Registration with the Institute of Certified Public Accounts of Kenya.

Minimum level of knowledge that would be regularly applied to the job

- c) Computer literacy-Enterprise Resource Planning
- d) Knowledge of international Accounting standards.
- e) Knowledge of budget preparation
- f) Knowledge of accounting policies and any relevant legislation.
- g) High level expertise in, and detailed understanding of a number of different specialist areas within a function

Typical soft skills that would be regularly applied to the job (Attributes)

<ul style="list-style-type: none"> a) Leadership skills b) Communication skills c) Interpersonal skills d) Organizational skills e) Ability to work under pressure, f) Negotiation skills, g) Team building, h) Problem solving, i) Conflict management, j) Supervisory. k) Customer service skills
<p>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</p>
<ul style="list-style-type: none"> a) Clearance with KRA,CRB and HELB b) Letter of good conduct
<p>6. Relevant Experience Required:</p>
<p>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</p>
<p>15 years of experience</p>
<p>7. Problem Solving:</p>
<p>Problems are strategic, affecting more than one area of the institution. Solutions will involve significant risk (financial, structural or sapiential), and be decided as part of a board or senior management team.</p>
<p>8. Communication:</p>
<p>Communication/information the job holder needs to understand in order to perform the job:</p>
<ul style="list-style-type: none"> a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Detailed e-mail, fax or mail correspondence e) Current legislation affecting the job holder's area of responsibility f) Case law and legal findings affecting the job holder's area of responsibility g) Complex financial reports h) In depth technical reports, proposals or project briefs affecting one or more departments i) Complex commissioned reports, proposals or project briefs affecting more than one departments
<p>Communication/information the job holder needs to carry out in order to perform the job:</p>
<ul style="list-style-type: none"> a) Routine communication with employees of the institution or clients b) Communication around escalated or difficult queries with internal or external customers or clients c) Communication requiring a high level of diplomacy and sensitivity d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Detailed verbal or written instructions or requests to employees of the institution or contractors f) Detailed e-mail, fax or mail correspondence g) Drafting of factual reports, presentations, procedure or policy documents or training material h) Negotiation with customers/clients or suppliers over price, contracts or services i) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution
<p>9. Sapiential Authority</p>

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

Has a strong influence on the strategic direction of the entire university

Job holders' influence over subordinates and colleagues:

- a) Allocate work to, coordinate, supervise and lead about 20-30 subordinates
- b) Coordinates and supervise 10-20 project team members

Job holders' influence over people outside the directorate but within the institution and people outside the institution

Convey information, persuade and negotiate at the department, outside the department and at senior management level

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, minimal exposure

2.2 Deputy Finance Officer

1. Background Information			
Job Title: Deputy Finance Officer	Job Level: JOOUST/FIN/006	Current Grade: 14	No. of Posts:
Institution: Jaramogi Oginga Odinga University Of Science and Technology		College/ School / Faculty: Main campus	
Directorate/Division: Planning Administration and Finance		Department/ Section/Unit: Finance	
Reports to: Finance Officer			
Direct Reports: Senior Accountant		Indirect Reports: Accountants	
2. Purpose of the Job:			
To prepare comprehensive financial statements, monitor the budget and the finance department operations to ensure compliance with the accounting standards and the relevant regulatory framework.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities:			
<ul style="list-style-type: none"> a) Develop annual budgets for the institution to assist the university management team in proper management of resources. b) Allocate duties to the finance staff and supervise them to ensure quality service delivery to the students, staff and other authorized guests who may require finance services. c) Mentor and supervise staff in the department to ensure quality service delivery in the department./ d) Provide management advice on the final financial statements before being submitted to the auditors for examination on their status in regard to true and fair representation of the university. e) Provide advice to the institution on financial matters for example financial status, source of funds, donors and how to allocate funds to various projects that that are viable to the university. f) Control the financial resources to ensure optimal utilization of financial resources through proper allocation of funds to various departments in the institution. 			
Operational Responsibilities:			

<ul style="list-style-type: none"> a) Ensure compliance with the statutory requirement by meeting all financial obligations for example timely payment of tasks, to KRA filling returns and other statutory deductions. b) Ensure the comprehensive finance statements are periodically prepared as per the required financial reporting standards. c) Organize staff training and development programs to ensure continuous development of staff for better services in the department. d) Monitor the university expenditure to ensure university budgetary control are strictly adhered to for proper utilization of the university resources. e) Prepare management and statutory reports and publications of the same for submission to public. f) Supervise monthly payroll management to ensure timely payment of salaries and wages to all employees and casual workers in the university.
4. Job Dimensions:
<i>Financial Responsibilities</i>
<ul style="list-style-type: none"> a) Work with the finance manager in consolidation of the budget for the entire university compliance with the financial standards and regulatory framework b) Prepare comprehensive financial statements for publication and presentation to the relevant regulatory bodies to show the status of the university. c) Approve and authorize the university expenditure in line with the budget to support the university operations and promote academic excellence.
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Computers b) Furniture c) Printer d) Cash safes e) Stationery f) University physical assets.
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Strategic decision making b) Financial decision c) Analytical decisions d) Operation decision
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Master's degree in finance/accounting or any other relevant field.
<i>Minimum level of professional qualification required to perform effectively in the role</i>
<ul style="list-style-type: none"> a) CPA K b) Registration with the Institute of Certified Public Accounts of Kenya.
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> c) Computer literacy-Enterprise Resource Planning d) Knowledge of international Accounting standards. e) Knowledge of budget preparation f) Knowledge of accounting policies and any relevant legislation. g) High level expertise in, and detailed understanding of a number of different specialist areas within a function
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>

<ul style="list-style-type: none"> a) Leadership skills b) Communication skills c) Interpersonal skills d) Organizational skills e) Ability to work under pressure, f) Negotiation skills, g) Team building, h) Problem solving, i) Conflict management, j) Supervisory. k) Customer service skills
<p>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</p>
<ul style="list-style-type: none"> a) Clearance with KRA,CRB and HELB b) Letter of good conduct c) Regulatory documents like NSSF, NHIF
<p>6. Relevant Experience Required:</p>
<p>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</p>
<p>10 years of experience</p>
<p>7. Problem Solving:</p>
<p>Professional/discipline specific knowledge of theory and techniques in a specialized field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience</p>
<p>8. Communication:</p>
<p>Communication/information the job holder needs to understand in order to perform the job:</p>
<ul style="list-style-type: none"> a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Detailed e-mail, fax or mail correspondence e) Current legislation affecting the job holder's area of responsibility f) Complex financial reports g) In depth technical reports, proposals or project briefs affecting one or more departments h) Complex commissioned reports, proposals or project briefs affecting more than one departments
<p>Communication/information the job holder needs to carry out in order to perform the job:</p>
<ul style="list-style-type: none"> a) Routine communication with employees of the institution or clients b) Communication around escalated or difficult queries with internal or external customers or clients c) Communication requiring a high level of diplomacy and sensitivity d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Detailed verbal or written instructions or requests to employees of the institution or contractors f) Detailed e-mail, fax or mail correspondence g) Drafting of factual reports, presentations, procedure or policy documents or training material h) Negotiation with customers/clients or suppliers over price, contracts or services i) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution
<p>9. Sapiential Authority</p>

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

Has a strong influence on the strategic direction of the entire university

Job holders' influence over subordinates and colleagues:

Allocates work to, coordinates, supervises and lead about 20-25 subordinates
Coordinates and supervise 5-10 project team members

Job holders' influence over people outside the directorate but within the institution and people outside the institution

Convey information, persuade and negotiate at the department, outside the department and at senior management level

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, minimal exposure

2.3 Senior Accountant

1. Background Information			
Job Title: Senior Accountant	Job Level: JOOUST/FIN/07	Current Grade: 13	No. of Posts:
Institution: Jaramogi Oginga Odinga University Of Science and Technology		College/ School / Faculty: Main campus	
Directorate/Division: Planning Administration and Finance		Department/ Section/Unit: Finance	
Reports to: Deputy Finance Officer			
Direct Reports: Accountants		Indirect Reports: Assistant Accountants	
2. Purpose of the Job:			
To prepare comprehensive financial statements, budget of the university and coordinate various sections in the finance department for timely reports used for timely decision making by the management.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Coordinate the preparation of management accounts to guide on decision making by the management b) Control the university annual budget through ensuring that all budgetary controls are adhered to and all expenditures approved for proper utilization of resources. c) Allocate duties to various accountants and supervise them in their operations to ensure quality reports and for smooth running of the department.			
Operational Responsibilities: a) Prepare financial statements in accordance to the financial reporting standards and present them to the finance officer for review, then publish them for the use by both internal and internal users. b) Supervise revenue sections to ensure that all revenue received is receipted and banked as appropriate to avoid loss of university funds c) Review students records to ensure that the students accounts for references any time when need arise and for continuity of the financial services d) Sign various financial documents and vouchers and authorize payments for various staff in order to ensure			

<p>their accuracy</p> <p>e) Coordinate preparation of monthly payroll to ensure timely payment of salaries and wages to all employees and casual workers in the university</p> <p>f) Monitor bank reconciliation every month to ensure that correct bank balances are reflected for safeguard of the university finances.</p>
<p>4. Job Dimensions:</p>
<p><i>Financial Responsibilities</i></p>
<p>a) Prepare the university annual budget</p> <p>b) Manage the university budget through authorization and approval of expenditures</p>
<p><i>Responsibility for physical assets</i></p>
<p>a) Computers</p> <p>b) Furniture</p> <p>c) Printer</p> <p>d) Cash safes</p> <p>e) Stationery</p>
<p><i>Nature of decision making</i></p>
<p>a) Strategic decision making</p> <p>b) Financial decision</p> <p>c) Analytical decisions</p> <p>d) Operation decision</p>
<p>5. Qualifications Knowledge and Skills:</p>
<p><i>Minimum level of academic qualifications required to perform effectively in the role</i></p>
<p>Bachelor's degree in business related field/finance/accounting or any other relevant field.</p>
<p><i>Minimum level of professional qualification required to perform effectively in the role</i></p>
<p>CPA K Registration with the Institute of Certified Public Accounts of Kenya.</p>
<p><i>Minimum level of knowledge that would be regularly applied to the job</i></p>
<p>a) Computer literacy-Enterprise Resource Planning</p> <p>b) Knowledge of international Accounting standards.</p> <p>c) Knowledge of budget preparation</p> <p>d) Knowledge of accounting policies and any relevant legislation.</p> <p>e) Professional/discipline specific knowledge of theory and techniques in a specialized field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience</p>
<p><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></p>
<p>a) Leadership skills</p> <p>b) Communication skills</p> <p>c) Interpersonal skills</p> <p>d) Organizational skills</p> <p>e) Ability to work under pressure,</p> <p>f) Negotiation skills,</p> <p>g) Team building,</p> <p>h) Problem solving,</p> <p>i) Conflict management,</p> <p>j) Supervisory.</p>

k) Customer service skills

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

- a) Clearance with KRA,CRB and HELB
- b) Letter of good conduct
- c) NHIF,NSSF

6. Relevant Experience Required:

Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

9 years' experience, three of which must have been as an Accountant I at Grade 12

7. Problem Solving:

Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Detailed verbal instructions or requests
- b) Detailed written procedures
- c) Detailed technical and/or functional instructions or queries
- d) Detailed e-mail, fax or mail correspondence
- e) Current legislation affecting the job holder's area of responsibility
- f) Complex financial reports
- g) In depth technical reports, proposals or project briefs affecting one or more departments
- h) Complex commissioned reports, proposals or project briefs affecting more than one departments

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication with employees of the institution or clients
- b) Communication around escalated or difficult queries with internal or external customers or clients
- c) Communication requiring a high level of diplomacy and sensitivity
- d) Detailed technical explanation of services or concepts to employees of the institution or clients
- e) Detailed verbal or written instructions or requests to employees of the institution or contractors
- f) Detailed e-mail, fax or mail correspondence
- g) Drafting of factual reports, presentations, procedure or policy documents or training material
- h) Negotiation with customers/clients or suppliers over price, contracts or services
- i) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

Influences or changes specific administrative or operational practices in a team, section or department

Job holders' influence over subordinates and colleagues:

Allocate work to, coordinate, supervise and lead about 10-20 subordinates
Coordinates and supervise 5-10 project team members

Job holders' influence over people outside the directorate but within the institution and people outside the institution

Convey information, persuade and negotiate at the department, outside the department and at senior management level

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, minimal exposure

2.4 Accountant

1. Background Information			
Job Title: Accountant	Job Level: JOOUST/FIN/009	Current Grade: 11	No. of Posts:
Institution: Jaramogi Oginga Odinga University Of Science and Technology		College/ School / Faculty: Main campus	
Directorate/Division: Planning Administration and Finance		Department/ Section/Unit: Finance	
Reports to: Senior Accountant			
Direct Reports: Assistant Accountants		Indirect Reports: N/A	
2. Purpose of the Job:			
To manage debtors through preparation of comprehensive debtor reports, timely collection of payments from debtors to ensure efficient management of the university assets. In addition the accountant manages the imp rest for accountability purposes.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: a) Head the debtors section and make decisions regarding debtors to ensure efficient management of the university resources. b) Develop policies, work plans, reports about debtor's management and collection of debts to guide on day to day section operations. c) Prepare asset management reports for the section to aid in management decision making. d) Allocate duties to various accountants and supervise them in their operations to ensure quality reports and for smooth running of the department.			
Operational Responsibilities: a) Prepare periodical aging report of all university debtors to facilitate debtor management b) Prepare vote book controls and budgets to ensure that the university operates within approved budget estimates. c) Process and report on all payments that relate to debtors from systems such as imp rests, local purchase			

orders for payment to debtors.
d) Maintain a proper record of all university debtors both internal and external for appropriate follow ups in case of delay in payment.
e) Maintain debtor's ledger and periodically remind them on their obligations to make payments as the debts fall due on request from the university management.
f) Carry out a reconciliation of all debtor ledgers to ensure ledgers are up to date
4. Job Dimensions:
<i>Financial Responsibilities</i>
Prepare vote book controls on the budget to ensure the university operates within the budget limits.
<i>Responsibility for physical assets</i>
a) Computers b) Furniture c) Printer d) Cash safes e) Stationery
<i>Nature of decision making</i>
a) Financial decision b) Analytical decisions c) Operation decision
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Bachelor's degree in business related field/finance/accounting or any other relevant field.
<i>Minimum level of professional qualification required to perform effectively in the role</i>
CPA K Registration with the Institute of Certified Public Accounts of Kenya.
<i>Minimum level of knowledge that would be regularly applied to the job</i>
a) Computer literacy-Enterprise Resource Planning b) Knowledge of international Accounting standards. c) Knowledge of budget preparation d) Knowledge of accounting policies and any relevant legislation. e) Professional/discipline specific knowledge of theory and techniques in a specialized field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
a) leadership skills b) communication skills c) interpersonal skills d) organizational skills e) ability to work under pressure, f) negotiation skills, g) team building, h) problem solving, i) conflict management,

- j) Supervisory.
- k) Customer service skills

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

- a) Clearance with KRA,CRB and HELB
- b) Letter of good conduct
- c) NHIF,NSSF

6. Relevant Experience Required:

Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

9 years of experience in a relevant position

7. Problem Solving:

Problems are complex and open ended and affect more than one area of the institution. Solutions need to be determined through consultation with other areas of the institution.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Detailed verbal instructions or requests
- b) Detailed written procedures
- c) Detailed technical and/or functional instructions or queries
- d) Detailed e-mail, fax or mail correspondence
- e) Current legislation affecting the job holder's area of responsibility
- f) Complex financial reports
- g) In depth technical reports, proposals or project briefs affecting one or more departments
- h) Complex commissioned reports, proposals or project briefs affecting more than one departments

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication with employees of the institution or clients
- b) Communication around escalated or difficult queries with internal or external customers or clients
- c) Communication requiring a high level of diplomacy and sensitivity
- d) Detailed technical explanation of services or concepts to employees of the institution or clients
- e) Detailed verbal or written instructions or requests to employees of the institution or contractors
- f) Detailed e-mail, fax or mail correspondence
- g) Drafting of factual reports, presentations, procedure or policy documents or training material
- h) Negotiation with customers/clients or suppliers over price, contracts or services
- i) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:

N/A

Job holders' influence over subordinates and colleagues:

N/A

Job holders' influence over people outside the directorate but within the institution and people outside the institution

Convey information, persuade and negotiate at the department and outside the department

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, minimal exposure

2.5 Assistant Accountant

1. Background Information			
Job Title: Assistant Accountant	Job Level: JOOUST/FIN/011	Current Grade: 09	No. of Posts:
Institution: Jaramogi Oginga Odinga University Of Science and Technology		College/ School / Faculty: Main campus	
Directorate/Division: Planning Administration and Finance		Department/ Section/Unit: Finance	
Reports to: Accountant			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
<p>Prepare the final accounts and management reports for the managerial decision making and compliance with the international financial reporting standards and according to the government. It further participates in preparation of budgets and maintenance of the budget to streamline expenditure and obligation of funds within approved budget lines.</p>			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities:			
N/A			
Learning and Teaching Responsibilities:			
N/A			
Community Service and Outreach Responsibilities:			
N/A			
Managerial Responsibilities:			
N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Advise the finance officer on the codes that are under-utilized or over utilized, create additional department and projects and upload their budgets then prepare and release monthly departmental reports on their budget status. b) Prepare final financial statements and managerial accounts c) Prepare periodical aging report of all university debtors to facilitate debtor management d) Prepare vote book controls and budgets to ensure that the university operates within approved budget estimates. e) Control and forecast income and expenditure for the university operations aimed at planning purposes. f) In charge of all bank reconciliations for the university to ensure all accounts are closed and reconciliation done at the end of every month or every quarter to help in preparation of quarterly reports to the 			

<p>management.</p> <p>g) Ensure management of vote book through various controls that ensures various sections have expenditures in line with the budget allocations</p>
<p>4. Job Dimensions:</p>
<p><i>Financial Responsibilities</i></p>
<p>a) Prepare vote book controls on the budget to ensure the university operates within the budget limits.</p> <p>b) Participate in preparation of the university budget.</p>
<p><i>Responsibility for physical assets</i></p>
<p>a) Computers</p> <p>b) Furniture</p> <p>c) Printer</p> <p>d) Cash safes</p> <p>e) Stationery</p>
<p><i>Nature of decision making</i></p>
<p>a) Financial decision</p> <p>b) Analytical decisions</p> <p>c) Operation decision</p>
<p>5. Qualifications Knowledge and Skills:</p>
<p><i>Minimum level of academic qualifications required to perform effectively in the role</i></p>
<p>Bachelor's degree in business related field/finance/accounting or any other relevant field.</p>
<p><i>Minimum level of professional qualification required to perform effectively in the role</i></p>
<p>a) CPA K</p> <p>b) Registration with the Institute of Certified Public Accounts of Kenya.</p>
<p><i>Minimum level of knowledge that would be regularly applied to the job</i></p>
<p>a) Computer literacy-Enterprise Resource Planning</p> <p>b) Knowledge of international Accounting standards.</p> <p>c) Knowledge of budget preparation</p> <p>d) Knowledge of accounting policies and any relevant legislation.</p> <p>e) Professional/discipline specific knowledge of theory and techniques in a specialized field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience</p>
<p><i>Typical soft skills that would be regularly applied to the job (Attributes)</i></p>
<p>a) leadership skills</p> <p>b) communication skills</p> <p>c) interpersonal skills</p> <p>d) organizational skills</p> <p>e) ability to work under pressure,</p> <p>f) negotiation skills,</p> <p>g) team building,</p> <p>h) problem solving,</p> <p>i) conflict management,</p> <p>j) Supervisory.</p> <p>k) Customer service skills</p>

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
<ul style="list-style-type: none"> a) Clearance with KRA,CRB and HELB b) Letter of good conduct c) NHIF,NSSF
6. Relevant Experience Required:
Minimum number of months or years of experience the jobholder is required to have to be appointed to the position
6 years of experience in a relevant position
7. Problem Solving:
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
8. Communication:
Communication/information the job holder needs to understand in order to perform the job:
<ul style="list-style-type: none"> a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Detailed e-mail, fax or mail correspondence e) Current legislation affecting the job holder's area of responsibility f) Complex financial reports g) In depth technical reports, proposals or project briefs affecting one or more departments h) Complex commissioned reports, proposals or project briefs affecting more than one departments
Communication/information the job holder needs to carry out in order to perform the job:
<ul style="list-style-type: none"> a) Routine communication with employees of the institution or clients b) Communication around escalated or difficult queries with internal or external customers or clients c) Communication requiring a high level of diplomacy and sensitivity d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Detailed verbal or written instructions or requests to employees of the institution or contractors f) Detailed e-mail, fax or mail correspondence g) Drafting of factual reports, presentations, procedure or policy documents or training material h) Negotiation with customers/clients or suppliers over price, contracts or services i) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution
9. Sapiential Authority
Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).
N/A
10. Influence:

Job holder's influence over practices, policies or strategy:
N/A
Job holders' influence over subordinates and colleagues:
N/A
Job holders' influence over people outside the directorate but within the institution and people outside the institution
Convey information, persuade and negotiate at the department and outside the department
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
Working Environment
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
Job Hazards
Slight. There is very slight chance of accident or health hazards. Usual office situation, minimal exposure

2.6 Senior Accounts Assistant I

1. Background Information			
Job Title: Senior Accounts Assistant I	Job Level: JOOUST/FIN/012	Current Grade: o8	No. of Posts:
Institution: Jaramogi Oginga Odinga University Of Science and Technology		College/ School / Faculty: Main campus	
Directorate/Division: Planning Administration and Finance		Department/ Section/Unit: Finance	
Reports to: Accountant			
Direct Reports: Accounts Assistant		Indirect Reports: N/A	
2. Purpose of the Job:			
To ensure financial statements are properly prepared and presented in compliance with the international financial reporting standards and according to the government acts on university financial statements.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Carry out all bank reconciliations matching bank statement to the cashbook statement for the university to ensure all accounts are closed and reconciliation done at the end of every month or every quarter to help in preparation of quarterly reports to the management. b) Examine financial statements for completeness and accuracy in relation to policies, procedures, approval systems and other guidelines c) Prepare comprehensive periodic financial reports to show consolidated income and expenditure as per specific period to help the management in decision making. d) Manage financial documents by filing on a daily basis to ensure safe custody of important documents e) Maintain all income and expenditure reports for research projects. f) Coordinate junior staff in the creditors which involves allocation of work and monitoring of the services 			

<p>offered to ensure quality results.</p> <ul style="list-style-type: none"> g) Maintains creditors documents for processing h) Process all payment request and dispatch the cheque for timely payments i) Regularly communicate with both internal and external customers concerning their payments. j) Prepare creditors reports and present to the finance officer to ensure informative decision making k) Train, guide and monitor students under internship to ensure continuous development of skills and knowledge.
4. Job Dimensions:
<i>Financial Responsibilities</i>
<ul style="list-style-type: none"> a) Prepare vote book controls on the budget to ensure the university operates within the budget limits. b) Participate in preparation of the university budget.
<i>Responsibility for physical assets</i>
<ul style="list-style-type: none"> a) Computers b) Furniture c) Printer d) Cash safes e) Stationery
<i>Nature of decision making</i>
<ul style="list-style-type: none"> a) Financial decision b) Analytical decisions c) Operation decision
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
Bachelor's degree in business related field/finance/accounting or any other relevant field.
<i>Minimum level of professional qualification required to perform effectively in the role</i>
CPA II
<i>Minimum level of knowledge that would be regularly applied to the job</i>
<ul style="list-style-type: none"> a) Computer literacy-Enterprise Resource Planning b) Knowledge of international Accounting standards. c) Knowledge of budget preparation d) Knowledge of accounting policies and any relevant legislation. e) Professional/discipline specific knowledge of theory and techniques in a specialized field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
<ul style="list-style-type: none"> a) leadership skills b) communication skills c) interpersonal skills d) organizational skills e) ability to work under pressure, f) negotiation skills, g) team building, h) problem solving,

- i) conflict management,
- j) Supervisory.
- k) Customer service skills

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

- a) Clearance with KRA,CRB and HELB
- b) Letter of good conduct
- c) NHIF,NSSF

6. Relevant Experience Required:

Minimum number of months or years of experience the jobholder is required to have to be appointed to the position

3 years of experience in a relevant position

7. Problem Solving:

Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.

8. Communication:

Communication/information the job holder needs to understand in order to perform the job:

- a) Detailed verbal instructions or requests
- b) Detailed written procedures
- c) Detailed technical and/or functional instructions or queries
- d) Detailed e-mail, fax or mail correspondence
- e) Current legislation affecting the job holder's area of responsibility
- f) Complex financial reports
- g) In depth technical reports, proposals or project briefs affecting one or more departments
- h) Complex commissioned reports, proposals or project briefs affecting more than one departments

Communication/information the job holder needs to carry out in order to perform the job:

- a) Routine communication with employees of the institution or clients
- b) Communication around escalated or difficult queries with internal or external customers or clients
- c) Communication requiring a high level of diplomacy and sensitivity
- d) Detailed technical explanation of services or concepts to employees of the institution or clients
- e) Detailed verbal or written instructions or requests to employees of the institution or contractors
- f) Detailed e-mail, fax or mail correspondence
- g) Drafting of factual reports, presentations, procedure or policy documents or training material
- h) Negotiation with customers/clients or suppliers over price, contracts or services
- i) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution

9. Sapiential Authority

Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).

N/A

10. Influence:

Job holder's influence over practices, policies or strategy:
N/A
Job holders' influence over subordinates and colleagues:
N/A
Job holders' influence over people outside the directorate but within the institution and people outside the institution
Convey information, persuade and negotiate at the department and outside the department
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
Working Environment
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
Job Hazards
Slight. There is very slight chance of accident or health hazards. Usual office situation, minimal exposure

2.7 Senior Accounts Assistant II

1. Background Information			
Job Title: Senior Accounts Assistant II	Job Level: JOOUST/FIN/013	Current Grade: 07	No. of Posts:
Institution: Jaramogi Oginga Odinga University Of Science and Technology		College/ School / Faculty: Main campus	
Directorate/Division: Planning Administration and Finance		Department/ Section/Unit: Finance	
Reports to: Accountant			
Direct Reports: Accounts Assistant		Indirect Reports: N/A	
2. Purpose of the Job:			
To carry out bank reconciliation to ensure accuracy of transactions recorded for accountability purposes to assist in planning by the senior management. The accountant in this position should also ensure prudent and efficient revenue collection on behalf of the university to ensure timely and accuracy in accordance with the university regulations.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities: <ul style="list-style-type: none"> a) Settle short term debts by cash after approval by the finance officer for smooth running of the university operations b) Maintain petty cash book for easy references and record keeping c) Prepare petty cash re imbursement schedule in order to recoup finances for daily operations. d) File payment records for future reference and record keeping. This also helps to safe custody university revenue receipts e) Carry out daily banking of the revenue received to prevent any loopholes of theft and safeguard the university financial resources. 			

- l) Carry out all bank reconciliations matching bank statement to the cashbook statement for the university to ensure all accounts are closed and reconciliation done at the end of every month or every quarter to help in preparation of quarterly reports to the management.

4. Job Dimensions:

Financial Responsibilities

- a) Prepare draft budget to ensure the university operations are well guided by budget limits.
- b) Participate in preparation of the university budget.

Responsibility for physical assets

- a) Computers
- b) Furniture
- c) Printer
- d) Cash safes
- e) Stationery

Nature of decision making

- a) Financial decision
- b) Analytical decisions
- c) Operation decision

5. Qualifications Knowledge and Skills:

Minimum level of academic qualifications required to perform effectively in the role

Bachelor's degree in business related field/finance/accounting or any other relevant field.

Minimum level of professional qualification required to perform effectively in the role

CPA I

Minimum level of knowledge that would be regularly applied to the job

- a) Computer literacy-Enterprise Resource Planning
- b) Knowledge of international Accounting standards.
- c) Knowledge of budget preparation
- d) Knowledge of accounting policies and any relevant legislation.
- e) Professional/discipline specific knowledge of theory and techniques in a specialized field, or knowledge of a number of fields acquired through tertiary education and /or considerable experience

Typical soft skills that would be regularly applied to the job (Attributes)

- a) Leadership skills
- b) Communication skills
- c) Interpersonal skills
- d) Organizational skills
- e) Ability to work under pressure,
- f) Negotiation skills,
- g) Team building,
- h) Problem solving,
- i) Conflict management,
- j) Supervisory.
- k) Customer service skills

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role
<ul style="list-style-type: none"> a) Clearance with KRA,CRB and HELB b) Letter of good conduct c) NHIF,NSSF
6. Relevant Experience Required:
Minimum number of months or years of experience the jobholder is required to have to be appointed to the position
3 years of experience in a relevant position
7. Problem Solving:
Problems are variable, and require technical or analytical skills and several years of experience in the field or discipline.
8. Communication:
Communication/information the job holder needs to understand in order to perform the job:
<ul style="list-style-type: none"> a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Detailed e-mail, fax or mail correspondence e) Current legislation affecting the job holder's area of responsibility f) Complex financial reports g) In depth technical reports, proposals or project briefs affecting one or more departments h) Complex commissioned reports, proposals or project briefs affecting more than one departments
Communication/information the job holder needs to carry out in order to perform the job:
<ul style="list-style-type: none"> a) Routine communication with employees of the institution or clients b) Communication around escalated or difficult queries with internal or external customers or clients c) Communication requiring a high level of diplomacy and sensitivity d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Detailed verbal or written instructions or requests to employees of the institution or contractors f) Detailed e-mail, fax or mail correspondence g) Drafting of factual reports, presentations, procedure or policy documents or training material h) Negotiation with customers/clients or suppliers over price, contracts or services i) High level written proposals or presentations to the Board, Senate, Council or key external stakeholders on the strategic direction of the overall institution
9. Sapiential Authority
Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).
N/A
10. Influence:
Job holder's influence over practices, policies or strategy:

N/A
<i>Job holders' influence over subordinates and colleagues:</i>
N/A
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>
Convey information, persuade and negotiate at the department and outside the department
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>
Slight. There is very slight chance of accident or health hazards. Usual office situation, minimal exposure

2.8 Accounts Assistant I

1. Background Information			
Job Title: Accounts Assistant I	Job Level: JOOUST/FIN/014	Current Grade: 06	No. of Posts:
Institution: Jaramogi Oginga Odinga University Of Science and Technology		College/ School / Faculty: Main campus	
Directorate/Division: Planning Administration and Finance		Department/ Section/Unit: Finance	
Reports to: Accountant			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
To ensure efficient revenue collection in the university by maintenance of payment receipts , maintenance of student financial records and attend to student matters for annual financial reporting and decision making			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Prepare the monthly payroll for all staff, change and update it where necessary to ensure staff receive timely payments. b) Prepare voucher payment for the staff salaries, ensure that salary cheque is successfully deposited to the bank and duly acknowledged c) Prepare loan payment schedules and vouchers to all respective banks , financial institutions and various cooperative Sacco d) Prepare statutory deductions due, every month such as H.E.L.B, NHIF, NSSF and submit them to the relevant bodies then file acknowledge letters for the regulatory deductions for reference. e) Responsible for implementation of all salary related instructions from the staff SACCOs and Financial institutions 			

- f) Prepare employee pay slips, produce them and distribute them to all employees in time ensuring privacy and confidentiality. Of the documents.
- g) Resolve staff issues that arise between them and the banks or SACCOs in regard to loan payments and savings.

4. Job Dimensions:

Financial Responsibilities

Prepare draft budget to ensure the university operations are well guided by budget limits.

Responsibility for physical assets

- a) Computers
- b) Furniture
- c) Printer
- d) Cash safes
- e) Stationery
- f)

Nature of decision making

- a) Financial decision
- b) Analytical decisions
- c) Operation decision

5. Qualifications Knowledge and Skills:

Minimum level of academic qualifications required to perform effectively in the role

Diploma in business related field/finance/accounting or any other relevant field.

Minimum level of professional qualification required to perform effectively in the role

CPA I/ ATC final

Minimum level of knowledge that would be regularly applied to the job

- a) Computer literacy-
- b) Knowledge of international Accounting standards.
- c) Knowledge of budget preparation
- d) Knowledge of accounting policies and any relevant legislation.
- e) Knowledge of advanced clerical, operational or customer service skills acquired through education, experience or on the job training

Typical soft skills that would be regularly applied to the job (Attributes)

- a) Communication skills
- b) Interpersonal skills
- c) Organizational skills
- d) Ability to work under pressure,
- e) Problem solving,
- f) Customer service skills

Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role

N/A
6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
3 years of experience in a relevant position
7. Problem Solving:
Problems are variable, and resolution may require some flexibility within established procedures. Always makes first line attempt to solve problems..
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Detailed verbal instructions or requests b) Detailed written procedures c) Detailed technical and/or functional instructions or queries d) Detailed e-mail, fax or mail correspondence e) Current legislation affecting the job holder's area of responsibility f) Complex financial reports g)
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication with employees of the institution or clients b) Communication around escalated or difficult queries with internal or external customers or clients c) Communication requiring a high level of diplomacy and sensitivity d) Detailed technical explanation of services or concepts to employees of the institution or clients e) Detailed verbal or written instructions or requests to employees of the institution or contractors f) Detailed e-mail, fax or mail correspondence g)
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
N/A
<i>Job holders' influence over subordinates and colleagues:</i>
N/A

Job holders' influence over people outside the directorate but within the institution and people outside the institution

Convey information, persuade and negotiate at the department and outside the department

11. Other responsibilities assigned outside of the core responsibilities of the job:

N/A

12. Working Conditions:

Working Environment

Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.

Job Hazards

Slight. There is very slight chance of accident or health hazards. Usual office situation, minimal exposure

2.9 Accounts Clerk

1. Background Information			
Job Title: Accounts Clerk	Job Level: JOOUST/FIN/017	Current Grade: 03	No. of Posts:
Institution: Jaramogi Oginga Odinga University Of Science and Technology		College/ School / Faculty: Main campus	
Directorate/Division: Planning Administration and Finance		Department/ Section/Unit: Finance	
Reports to: Accountant			
Direct Reports: N/A		Indirect Reports: N/A	
2. Purpose of the Job:			
To ensure prudent and efficient revenue collection and receipts for banking on behalf of the university to ensure timely and accuracy in accordance with the university regulations for safe custody of the financial resources.			
3. Main Responsibilities of the Job:			
Research and Scholarship Responsibilities: N/A			
Learning and Teaching Responsibilities: N/A			
Community Service and Outreach Responsibilities: N/A			
Managerial Responsibilities: N/A			
Operational Responsibilities:			
<ul style="list-style-type: none"> a) Receive cash from clients e.g. staff and students and any other customer that purchase services from the university. b) Issue official receipts for all the revenue collected on behalf of the university c) Settle short term debts by cash after approval by the finance officer for smooth running of the university operations d) Maintain petty cash book for easy references and record keeping e) Prepare petty cash re imbursement schedule in order to recoup finances for daily operations. f) File payment records for future reference and record keeping. This also helps to safe custody university revenue receipts g) Carry out daily banking of the revenue received to prevent any loopholes of theft and safeguard the university 			

financial resources. h) Prepare daily sales reports for accountability and efficient records for the services offered for example the the students and staff cafeteria
4. Job Dimensions:
<i>Financial Responsibilities</i>
N/A
<i>Responsibility for physical assets</i>
a) Computers b) Furniture c) Printer d) Cash safes e) Stationery
<i>Nature of decision making</i>
a) Financial decision b) Analytical decisions c) Operation decision
5. Qualifications Knowledge and Skills:
<i>Minimum level of academic qualifications required to perform effectively in the role</i>
KCSE certificate
<i>Minimum level of professional qualification required to perform effectively in the role</i>
a) CPA I b) ATC finalist
<i>Minimum level of knowledge that would be regularly applied to the job</i>
c) Computer literacy- d) Knowledge of international Accounting standards. e) Knowledge of budget preparation f) Knowledge of accounting policies and any relevant legislation. g) Knowledge of basic clerical, operational or customer service skills acquired through education, experience or on the job training
<i>Typical soft skills that would be regularly applied to the job (Attributes)</i>
a) Communication skills b) Interpersonal skills c) Ability to work under pressure, d) Supervisory. e) Customer service skills
<i>Other requirements e.g. regulatory/statutory/Institutional required to comply with for appointment to this role</i>

N/A
6. Relevant Experience Required:
<i>Minimum number of months or years of experience the jobholder is required to have to be appointed to the position</i>
Entry level, no experience required
7. Problem Solving:
Problems are resolved by reference to established procedures. Problems outside of established procedures are referred upwards.
8. Communication:
<i>Communication/information the job holder needs to understand in order to perform the job:</i>
<ul style="list-style-type: none"> a) Basic verbal instructions or requests b) Basic written procedures c) Basic technical and/or functional instructions or queries d) Basic Emails, fax or mail correspondence
<i>Communication/information the job holder needs to carry out in order to perform the job:</i>
<ul style="list-style-type: none"> a) Routine communication with employees of the institution or clients b) Communication around escalated or difficult queries with internal or external customers or clients c) Detailed technical explanation of services or concepts to employees of the institution or clients d) Basic verbal or written instructions or requests to employees of the institution or contractors e) Basic e-mail, fax or mail correspondence
9. Sapiential Authority
<i>Job holder's influence on practices, policies or strategy due to sapiential authority (the right to be listened to as a result of specialist expertise).</i>
N/A
10. Influence:
<i>Job holder's influence over practices, policies or strategy:</i>
Is expected to come up with suggestions on improved practices
<i>Job holders' influence over subordinates and colleagues:</i>
N/A
<i>Job holders' influence over people outside the directorate but within the institution and people outside the institution</i>

Convey information, persuade and negotiate at the department and outside the department
11. Other responsibilities assigned outside of the core responsibilities of the job:
N/A
12. Working Conditions:
<i>Working Environment</i>
Is exposed to minimum disagreeable conditions in the environment. The jobholder has normal office facilities which may include own office with desk, access to a telephone line with the outside world.
<i>Job Hazards</i>
Slight. There is very slight chance of accident or health hazards. Usual office situation, minimal exposure

Final Signoff

	Name	Designation	Sign	Date
Head of Department				
Human Resource				

Fair pay for fair play