

Finance Trainee

Job Title:	Finance Trainee		Revised:
Department:	Finance and Operations	Job Family:	Trainee
Reports to:	Finance Officer	Grade:	AAU – FAO – O4
Location:	AAU		
Direct Reports:	None		
Job Role			
Role Summary:	To carry out financial duties of writing and keeping books of account, carrying financial documentation and drafting financial reports in compliance with AAU/AAI policies & procedures, international accounting standards and other statutory requirements		
Key roles and responsibilities			
Key Result Areas	Duties and Responsibilities		
1. Examination of payment requests	<p>Examine payments requests and other financial transactions for approval and ensure there are adequate supporting documentation in accordance with LFPM, donor guidelines and national laws</p> <ul style="list-style-type: none"> • Checks the arithmetic and coding accuracy, completeness, consistency of support documents and compliance with tax regulations and other guidelines of payment vouchers, staff, accountability, etc. • Prepares, update the relevant records, ensure approvals and issue cheques. • Issues cash as approved and update cash position • Verifies accuracy and authenticity of documents and process financial transactions. 		
2. Financial record keeping	<p>Maintain accurate up to date financial records</p> <ul style="list-style-type: none"> • Inputs payments, receipts, and staff accountabilities in the accounting system • Receives and record all funds received directly and monitor the web for any direct credits • Reviews, attach receipt, stamp and file all vouchers and JVs • Uploads payments on web banking, update the cash position and follow up their approval • Raises JVs, input received partners' data into SUN system after expenditure verification exercise 		

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Key Result Areas	Duties and Responsibilities
3. Support the development of unit budgets	<p>Support in the development of the unit (s) annual budgets in line with AAIU policies, guidelines, donor requirements</p> <ul style="list-style-type: none"> • Supports the preparation of financial costing of activities and forecasting for annual budget • Provides technical support and explain, guide budget holders in the application of budget guidelines to their annual budgeting process • Checks unit partner budgets for accuracy, completeness and compliance with guidelines • Reviews the LFPM and the donor and budget guidelines and provide/ document guidance • Formulates budget estimates of the planned activities and make comparisons between past year's budgets to the current year's budget to ascertain realism • Prepares the budgets as per the requirements of the FPM
4. Reconciliation of financial records	<p>Analyze, monitor and reconcile financial records, in line with AAIU policies, International Accounting Standards, statutory requirements and best practice</p> <ul style="list-style-type: none"> • Receives and files al monthly Bank statements, perform reconciliation and produce bank reconciliation statements • Makes reference to vouchers and JVs and reconcile all SUN debtor, creditor and control accounts • Generates reports on relevant codes and share with staff, line manager and recommend corrective action. • Responds to staff queries on the report • Performs cash counts, reports, requests and withdraws bank cash and carry out cheques-banking • Responds to staff, management, partner and supplier queries through emails and telephone • Consults with partners, check all partner reports for the arithmetic accuracy, completeness, consistency of support documents and compliance with the MOU provisions and Action Aid accountability requirements before the further transfer of partner's grants • Updates partners or responsible staff on funds disbursements
5. Support internal and external audits	<p>Support in preparation and attend to the needs of internal and external auditors and implement recommendations in line with FPM</p> <ul style="list-style-type: none"> • Prepares audit schedules as requested by Finance and Grants Coordinator and per checklist and any other pertinent supporting analysis • Supports in the development of audit timetable • Participates in follow-up responses and clear audit issues both internal and external audits

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6. Preparation of the payroll	<p>Prepare the monthly payroll and ensure completeness and timely submission of statutory deductions to the relevant authorities (URA, NSSF and Local Government)</p> <ul style="list-style-type: none"> • Requests, compile and consolidate payroll information • Updates the payroll system in consultation with the HR unit, print and seek approval • Prepares the payroll file input into SUN and upload into the WEB for salary payment • Compiles tax information, fill the URA tax return forms, file the return on URA web and upload for payment • Submits the payment registration and URA returns to bank and URA respectively
7. Staff and partners financial capacity building	<p>Build capacity of a partner AAU staff in financial management/ and provide technical, financial support to in line with AAU/AAI policies & Procedures</p> <ul style="list-style-type: none"> • Arranges the national and project partners' visits to review partner transactions and ensure compliance to policy • Carries out monitoring visits and prepare basic field visit report for discussion-travel/ meeting/ report writing • Carries out training and give support to partners / staff on financial system and procedures • Solicits and act on feedback with regard to the use of finance-related knowledge in AAU and amongst its partners

Person specification	
	Educational qualification and experience
	<ul style="list-style-type: none"> • A bachelor's degree in commerce, Business Administration, Financial Management or Accounting from a recognised university.
	Essential experience
	<ul style="list-style-type: none"> • At least one year of relevant work experience in a reputable organisation.
	Skills, Abilities and Competencies:

Person specification

- Computerised accounting skills
- MS Office
- Communication skills
- Analytical skills
- Financial management skills
- Interpersonal Skills
- Ability to work with several accounting packages
- Ability to establish critical working relationships
- Ability to promote and safeguard AAU policies
- Transformative feminist leadership skills
- Ability to conduct power analysis