



<b>ROLE DESCRIPTION</b>			
<b>Basic Data</b>			
Unit	Management Services		
Title	Finance Assistant		
Level	Level 1 – Staff Assistant		
Nature of Employment	Regular		
<p>Role Summary:</p> <p>The Finance Assistant is responsible for transactions and records of the Foundation and its subsidiaries (Peace and Equity Holdings Inc.) in the following areas: (1) financial accounting; (2) cash management; (3) statutory compliance and (4) audit support.</p>			
<p>Organizational Relationship:</p> <p>Internal:</p> <ul style="list-style-type: none"> <li>1.1. Reporting to : Finance Officer, Team Leader for agile projects</li> <li>1.2. Coordinating with : All units</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>1.1. Partners, suppliers, service contractors</li> <li>1.2. Banks</li> <li>1.3. Regulatory agencies</li> </ul>			
<b>Duties and Responsibilities</b>			
	Responsibility		
	Fully	Partially	Supportive
1. Record accounting entries for disbursements, receipts and other non-cash transactions based on policy and guidelines.	✓		
2. Check supporting documents based on approved policy.		✓	
3. Issue checks or transact online banking for disbursements and issue official receipts.		✓	
4. Prepare regular reports like loan and grants schedules, lapsing schedules, and statements of accounts for staff and service contractors.	✓		
5. Prepare and monitor daily cash positions to ensure liquidity.	✓		
6. Comply with statutory requirements applicable to PEF/ PEH transactions.		✓	
7. Act as the records custodian for Finance (from filing, retrieval and disposal). Implement necessary risk management measures like redundancy, proper storage and compliance with the Data Privacy Act.	✓		
8. Identify and manage risks within its scope of work. Provide schedules and documents as required by external and internal auditors.			✓
9. Perform administrative support during Committee meetings and banking transactions.	✓		
10. Participate in agile teams being created for specific engagements such as due diligence and partners' capbuild on financial management.			✓

## Competencies

### Non-Technical

- Analytical thinking
- Continuous learning & empowerment
- Interpersonal sensitivity
- Judgment and decision making
- Transparency and accountability
- Work standards

(See details in the attachment)

### Technical

- Financial management
- Internal control
- ICT
- Knowledge management
- Records management
- Risk management

(See details in the attachment)

## Education and Experience

- Education – Bachelor's degree in Accountancy or any related course
- Experience – 3 years work experience in a similar role, familiar with government regulations