Position title: ADMINISTRATIVE / ACCOUNTS OFFICER

Working location: **SOS Facilities**

Summary of the Position

To work in close collaboration with Heads and Staff of each programme units for the effective implementation of systems, policies, standards, guidelines and procedures

Key Duties and Responsibilities:

- Coordinate the implementation of financial policies and procedures.
- Monitor and compile budget expenditure, efficiency of resources utilisation and recommend timely remedial measures.
- Conduct internal checks/ audit of utilisation of resources and assets.
- Ensure proper bookkeeping and safe keeping of financial records.
- Submit reports as per instructions of Finance Manager/ Heads of Facilities.
- Assist with the administration of payroll.
- Coordinate maintenance works with maintenance officer as per approved budget.
- Organise refresher training on administrative / finance issues.
- Uploading of accounting monthly data on financial system

Requirements:

- At least HSC, ACCA II
- Highly proficient in MS Excel and Word and experience in the use of accounting software.
- Good written and oral business communication skills.

- Mature and positive attitude at work with ability to relate professionally with staff of different departments and positions.
- Sense of reliability and confidentiality to provide backup to the Finance Manager.
- Interest to work for a childcare NGO and share its values.
- Sense of dedication and interest for long term commitment.