

JOB DESCRIPTION/JOB MODEL

NAME:	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: Finance
CORE	Financial Related & Support Personnel
JOB LEVEL	Level 09
DATE	June 2009
LOCATION	Bisho
COMPONENT	District Office
POST REPORT TO	Manager Corporate Services: District
JOB CLASSIFICATION CODE	

B. HIERARCHICAL POSITION OF POST

Director Deputy Director Assistant Director
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C. JOB PURPOSE (Linked to Strategic Plan)

To provide financial management services.

D. MAIN OBJECTIVES (Key performance area (KPA's) -

	MAIN OBJECTIVES	%
1	<p>Control departmental financial systems.</p> <ul style="list-style-type: none"> • Deal with budget management. • Prepare EC Forms and capture budget. • Drawing of bas reports for the districts 	%
2	<p>Manage District's Revenue</p> <ul style="list-style-type: none"> • Supervision of collection functions in the districts. • Coordinate revenue duties for the district 	%
3	<p>Administer district's expenditure</p> <ul style="list-style-type: none"> • Verification of payment documents • Ensuring of payments of invoices within stipulated time • Checking and do follow-up on all outstanding payments • Attend payment enquiries. • Monitor expenditure patterns. • Monitor cashflow fro the district • Compile reports • Checking and submission of payrolls to Head Office 	%

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET
Hundreds of Thousands	Hundreds of Thousands	Tens of Thousands	

F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
Control departmental financial systems.	<ul style="list-style-type: none"> • Draft report • Final report • Targets for collecting money
Manage District's Revenue	<ul style="list-style-type: none"> • Developed policies • New procedures
Administer district's expenditure	<ul style="list-style-type: none"> • Rentals • Payments of meals

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Manager	Reports on progress / planning input	<ul style="list-style-type: none"> • Development, Implementation and monitoring of policies • Monthly statistics • Monthly reports • Routine reports and notes
Departmental Staff / colleagues	Teamwork ,liaison, information sharing to optimize financial services rendered ,Good communication feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Multi disciplinary staff members	Using multi disciplinary team to render support to the financial management, cooperation, support ,referral	<ul style="list-style-type: none"> • minutes Referral reports / file notes • Regular meetings
Other departments	Intersectoral collaboration	<ul style="list-style-type: none"> • Reports and minutes available

Private sectors Organizations	Negotiations,	<ul style="list-style-type: none"> • Evaluation reports
Other governments	Policy interpretation and implementation, information sharing, skill transfer ,support, networking and sharing best practices	<ul style="list-style-type: none"> • Reports and letters • Minutes of meetings

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Health Management and Public Service Legislation, Regulations and Policies , Public Finance Management Act.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Accounting skills Financial Management Project management	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Public Service practices & ethics	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking, Accounting skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	Tertiary qualification in a financial relevant field Three to Five years managerial experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply finance for planning, ability to work under pressure; Continuous professional and ethical behaviour

I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

**** IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

J. CAREER PATHING

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Director
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

- The performance instrument of the postholder, should be read as an extension of this job description.

M. JOB DESCRIPTION AGREEMENT

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR: Director	JOB INCUMBENT: Vacant
RANK: Deputy Director	RANK:
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	