

TITLE: Assistant Controller		ADM-036
REPORTS TO LINE MANAGER: Head of Finance and Budget Section; Administration Department		
GRADE RANGE:G3-G4		
DATE WRITTEN: March 2007	DATE REVISED:	DATE EVISED:

Purpose:

Supporting the controller with accounts payable, asset management, and general ledger.

Major Duties/Responsibilities:

- Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.
- To produce monthly account reports.
- To produce monthly reports.
- To make periodical reconciliations between the reports and the financial administration.
- To optimize and further enhance the reporting process and financial analysis
- Assists with the preparation of the annual and mid-year budgets in the elaboration of the financial part of the multi-annual plan of the Organisation

Qualifications Required:

- University degree (Master's degree) in Business Administration, finance, accounting.
- Experience in a Financial Department of 3 to 5 years is desirable
- Ability to work in a multi-cultural environment

Work Direction and Interfaces:

- Report to the Head of Finance and budget Section and to the controller
- Interface with all other Department and Divisions, most particularly with the Project Office.

Authority/Approval Levels:

Has authority and approval level as defined by the management for his/her scope of work

Measures of Effectiveness:

- Successfully contributes to the good execution of the budget
- Successfully contributes to the execution of the duties and responsibilities of the Finance and Budget Section