

FINANCE AND ACCOUNTS UNIT

Objective

To provide financial management and book-keeping services for the Commission.

The Unit will perform the following activities:-

Salaries

- (i) Prepare payment for salaries including statutory deductions;
- (ii) Payroll management;
- (iii) Budget for personnel emoluments;
- (iv) Maintain records

(v) Cash Office

- (i) Submit voucher list to the Treasury;
- (ii) Collect all cheques from Treasury;
- (iii) Bank cash and cheques;
- (iv) Prepare monthly flash report
- (v) Pay cash/cheques to employees/customers (service Provider);
- (vi) Batch paid voucher;
- (vii) Maintain of cash book;
- (viii) Record/reconcile all imprest issued; and
- (ix) Prepare and effect all payments

Revenue

- (i) Collect all revenues;
- (ii) Manage the revenue according to regulations and guidelines;
- (iii) Collect annual rent, application fees and other impositions;
- (iv) Supervise the collection of revenue; and
- (v) Bank reconciliation.

Pension

- (i) Prepare pension papers; and
- (ii) Maintain pension records.

Budget

- (i) Prepare budget;
- (ii) Monitor allocations and expenditure; and
- (iii) Prepare Final Accounts and other Financial Statements.

Pre - Audit/Examination

- (i) Verify documentations to support vouchers, including authorization according to regulations;
- (ii) Verify financial documents to the relevant laws governing public finance including regulations and circulars; and
- (iii) Reply to Audit queries.