



Example: Job Description — Finance Officer

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances and according to their own policies and procedures.

[The Association of Ob/Gyn of XXX]

[ADDRESS]

Job Title: Finance Officer

Location: [CITY/TOWN]

Reporting to: Treasurer or Executive Director/Chief Executive Officer

Approved:
Reviewed:
Revised:

Summary of the position: The [Association of Ob/Gyn of XXX] is a health professional association dedicated to improving reproductive, maternal and newborn health throughout the country. Its mission is to promote excellence in the practice of obstetrics–gynaecology through actions related to education, advocacy and research. Under the general supervision of the Treasurer of the association or the Executive Director/Chief Executive Officer, the Finance Officer is responsible for the day-to-day financial management of the association’s financial resources.

Responsibilities:

The responsibilities of the Finance Officer include, but are not limited to:

General activities:

- Assists with preparation and monitoring of annual comprehensive budgets and all financial reports for Board/Executive and/or funding agencies;
- Implements financial policies and procedures;
- Participates in the development of budget proposals;
- Assists in the financial audits, if and when required;
- Maintains appropriate filing of financial records, and ensures proper backup of all files;
- Provides advice and recommendations on financial procedures and practices, as required.

Banking and money handling:

- Prepares all bank deposits;
- Performs all bank account reconciliations on a monthly basis and when needed, communicates with the bank to understand and reconcile any discrepancies;
- Prepares requests for cash and ensures all disbursements have appropriate supporting documents;
- Reconciles cash advances for specific activities once completed;

- Monitors, manages and reconciles petty cash.

Accounts receivable:

- Produces invoices and ensures they contain the necessary information to facilitate timely payment;
- Follows up on outstanding invoices;
- Identifies funds received, matches them to programmes/projects or activities and ensures they are recorded manually or in the computer system.

Accounts payable:

- Ensures all expenses and requests for disbursements are approved by the appropriate authority;
- Prepares all cheques within specified time lines;
- Ensures all accounts payable are recorded manually or in the computer system;
- Follows up on invoice discrepancies with suppliers.

Payroll (if applicable):

- Prepares payroll on a timely basis, as per the association's policy.

Qualifications:

The Finance Officer should have formal accounting training at the college or business school level or 4 years practical experience performing all duties related to the complete accounting cycle up to and including the production of income statements, balance sheets and cash flows.