

# THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

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## **Post: Finance Manager**

**Qualifications:** A. A degree in Financial Management from a recognized institution or an equivalent qualification acceptable to the Council.

B. Candidates should:

- (i) reckon at least five years' post-qualification work experience in the public sector;
- (ii) be familiar with modern trends and techniques in Financial Management;
- (iii) have good interpersonal and communication skills; and
- (iv) be computer literate

**Candidates should produce written evidence of experience/knowledge claimed**

- Duties:**
1. To be responsible to the Director/Officer in Charge for the day-to-day management of the financial operations of the ITET.
  2. To advise the Director/Officer in Charge, the Finance Committee and the Council of the ITET on financial matters in compliance with regulatory requirements of Statutory Bodies.
  3. To develop and maintain financial management policies, procedures, processes and systems to promote efficiency in the Finance Department and the Institute at large.
  4. To be responsible for the preparation of financial forecasts, budgets and statements and annual plans.
  5. To be responsible for the development /implementation and maintenance of a proper database management system for financial matters using appropriate IT tools/systems and technology.
  6. To put in place appropriate internal control system and the setting up of a proper mechanism for the safeguard of the Institute's assets.
  7. To ensure timely payment, collection of all fees and other monies due to the Institute, and the accounting of all the sums so received in such form as the Council may from time to time direct.
  8. To arrange for the annual, and any special, auditing of the financial statements of the Institute.
  9. To exercise general supervision over the funds and advise the Council of the ITET as regards its financial policies.

10. To submit financial information, returns and reports in compliance with existing legislations and regulations to the Director/Officer in Charge or the Council as and when required.
11. To use ICT in the performance of his duties.
12. To perform such other duties, directly related to the main duties listed above or related to the delivery of the output and results expected from the Finance Manager in the roles ascribed to him.

**Salary:**(Negotiable based on qualification and proven work experience) Minimum

/Starting point Rs40,300 (within range Rs 40,300—69,800)