

Job Description

Position title:
Position location:
Reports to:
Staff reporting to this role:
Primary purpose of this role: <i>1-2 sentences to describe the overall objectives/purpose</i>
Functional relationships: <i>Internal –</i> <i>External –</i>
Key responsibilities of role: <i>Focus on what is to be achieved not how</i> 1.
Specific tasks and duties of role: 1.
Specific delegated authorities:
Personal specification and key competencies of role: <i>These are the learned skills required to do the job competently</i> 1. Professional – eg, excellent communicator (written, oral, interpersonal skills), good organisation and time management skills, enthusiastic self-starter, a team player, project management skills. 2. Technical – eg, high level of financial administration knowledge and experience (debtors and creditors, can understand a balance sheet), relevant FMIS experience. 3. Qualifications –
Other conditions relevant to this role: <ul style="list-style-type: none"> • Remuneration – • Annual leave – • Hours of work – • Other – eg, vehicle, mobile phone etc