

MRA Job Description

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| Job title: Finance Officer | Section: Revenue / Expenditure |
| Immediate supervisor: Assistant Director Revenue / Team Leader, Procurement | Department: Finance and Administration |
| Grade: 3 | |

Purpose of job

1. Compile data from all MRA offices and produce financial and management accounts relating to revenue collected.
2. Assist in the preparation of a robust budget for submission to the Board; to monitor and record all expenditure across the Authority; and to produce financial and management accounts relating to expenditure.

Main duties and accountabilities

- Assist in establishing robust processes to collate all information on revenue collections;
- Compile monthly, quarterly and annual accounts detailing all revenue received/performance by the Authority, each Revenue Department and by type of tax;
- Compile accounts detailing all expenditure by MRA to budget centre level;
- Reconcile actual expenditure with forecast expenditure for each Department to retain control over spending;
- Assist in the preparation of draft accounts on time for submission to the external auditors;
- Compile monthly, quarterly and annual accounts detailing expenditure and reporting on variances;
- Assist with the MRA payroll to ensure that all staff are paid promptly and accurately;
- Liaise with the Human Resources and Training Department to ensure that staff records and payroll are regularly reconciled;
- Conduct such other cognate duties as may be assigned