

Central Water Authority

JOB SPECIFICATION

POST : CHIEF FINANCIAL OFFICER (ON CONTRACT)

SALARY : Negotiable in the range Rs 84,500 – 114,000

QUALIFICATION:

Professionally qualified fellow or associate of a recognised accountancy body e.g. C.A, C.C.A, I.M.T.A, C.C.W.A, A.I.A.

In addition to a professional qualification, the Chief Financial Officer must be able to demonstrate previous experience of financial matters at senior management level in a public utility or undertaking. Experience of modern accounting techniques including employment of computer systems is essential.

DUTIES:

1. To be head of the Finance Department of the Authority and to advise the General Manager on all aspects of financial policy and management of the undertaking.
2. To be responsible for the functioning of the Finance Department in the control and direction of the finances of the Authority. To make safe and efficient arrangements for the collection and custody of sums owing and discharge of sums due. To produce the annual budget estimates, final accounts and annual and periodical reports on financial matters.
3. To keep under continuous review the rates and tariffs of the Authority and the practices for budgeting and cost and management control.
4. To maintain a suitable modern accounting system and to engage a suitable establishments to ensure efficient organizations and management of the Finance Department.
5. To act as a receiver of all monies due to and paymaster for all monies due from the Authority.
6. To control stores accounting procedures.
7. To act as internal auditor to the Authority. Assignment of such duties may be made to suitable authorized officers of the department.
8. To advise on the application of surplus funds, redemption of debt and the loans and investments policy of the Authority.
9. To advise the General Manager on the filling of vacancies, promotion and disciplinary matters in his department. To implement a staff training programme.
10. To advise on Superannuation matters.