

INCUMBENT	
DEPARTMENT	FINANCE
LOCATION	HOUSING AUTHORITY LAUTOKA
REPORTS TO	BRANCH MANAGER WEST
DATE	

Reporting Positions:

Nil

Purpose:

To ensure that all cash receipts for HA are properly recorded and reconciled;
To contribute towards the achievement of departmental and divisional goals and objectives.

Accountabilities:

The job holder has the following accountabilities:

1. Customer payments

- Ensuring that all customer payments are properly recorded in a timely manner.
- Ensuring that banking are done daily and adequate security provided within and outside the office premises.
- Ensuring that all receipts are recorded in the correct GL.

2. Receipt DSD cheques

- Ensuring that all direct salary deduction cheques for less than 5 customers are receipted in a timely manner.
- Monitoring and ensuring to receive remittances from employers and other sources

3. Petty cash

- Disbursing petty cash funds
- Reconciling petty cash voucher with receipts received
- Submitting cheque requisitions for petty cash reimbursement
- Follow up on receipts and ensuring all reimbursements are done within a week.
- Preparing petty cash reconciliation for daily cash counts.

4. Preparing cashiers report

- Preparing daily cashier reports for daily cash counts.
- Banking daily

Working Relationships:

Internal

Manager Finance, Accountant & Department Heads

Finance Officers
Financial System Officers
Administration Officer
General staff

External

Customers

Major Challenges:

- Ensuring proper and timely recording of all receipts
- Ensuring proper and timely banking.

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- Diploma in Accounting or related discipline
- 3 years experience
- Computer literacy
- Good interpersonal skills
- Good communication (written and verbal) skills
- Team oriented and willingness to learn and adapt to change.
- Highly motivated
- Rational thinking
- Problem Solving
- Innovative
- Understanding Housing Authority's strategies, policies, procedures and operational guides