



Job Title	Finance Coordinator
Department/Institute	Finance Department
Reporting to	Head of Finance
Main Objective	Provides day to day administration to the Finance Department

DUTIES AND RESPONSIBILITIES:

1. To be responsible for the day-to-day administration of the Finance Department.
2. To lead subordinates in the Finance Department so as to create, organize and maintain an accounting system which ensures proper records and adequate accounting controls and services of the College's financial affairs in areas of assets, liabilities, income and expenditure.
3. To create and develop efficient and standard work procedures related to the posting, summarizing, verifying, recording, clearing, balancing, reviewing and correcting of transactions.
4. To assist in the collection of all budgetary information from departments in liaison with the Departmental Management Accountant.
5. To assist the Financial Controller in the issue and interpretation of periodic financial statements and operating reports on the College's financial position.
6. To assist the Departmental Management Accountant and the Head of Finance in the preparation of budgetary forecasts and feasibility studies and other reports by directing the collection of any information required for their completion.
7. To prepare regular management accounts for MCAST and MG2I.
8. To work closely with external auditors to ensure the College's compliance with accounting methods, regulations and laws.

9. To prepare accounting reports required by regulatory agencies and prepare ad hoc reports which may be required to be presented with a short period of time.
10. To recommend improvements to the computerized system for improving accounts data processing and reporting needs.
11. To assist auditors at years end including the preparation of schedules and supporting reports.
12. To develop and maintain a system of cost and revenue centres and to analyse cost records to determine cost breakdowns.
13. To undertake financial analysis and prepare associated reports and assist in the preparation of cash flow projections.
14. To be familiar with and monitor the College's payroll system and related periodical reports.
15. To assign work in a fair and efficient manner to meet deadlines, and to examine it for accuracy, presentation and conformance to pre-set policies and procedures.
16. To keep oneself updated on developments in Finance and Accounting.
17. To train and direct subordinates to meet their work objectives and to ensure a high quality/standard of work and service throughout.
18. To liaise with the Institute Officers and ensure adherence to established formal procedures and reporting thereof.
19. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.