

FINANCE AND ACCOUNTS UNIT

OBJECTIVE

To provide financial management and bookkeeping service to the office of Tanzania cooperative commission.

The unit will perform the following activities

SALARIES

1. Preparation and payment of salaries
2. Proper payroll management and
3. Budget for personal emoluments

CASH OFFICE

1. Submission of voucher list of treasury
2. Collection of all cheque from treasury
3. Banking cash and cheque
4. Preparation of monthly flash report
5. Payment of cash/cheque to employees/ customer (service provider)
6. Batching of paid vouchers
7. Maintenance of cash book
8. Preparation and effecting all payments
9. Maintenance and custody of accountable documents and records
10. Maintenance of imprest register
11. Preparation of imprest payment and list of imprest holder and
12. Batching of payment voucher

REVENUE

1. Collection of all revenue
2. Manage the revenue according to regulations and guidelines
3. Maintained of revenue records
4. Supervision of revenue collection and
5. Preparation of bank reconciliation statements

FINANCE AND VOTE BOOK

1. Follow up and distribution of exchequer issue notification
2. Maintained of vote book for the sub votes
3. Preparation of payment vouchers
4. Preparation and remittance of warrant funds to the up country stations
5. Allocation of fund and
6. Preparation of interim financial reports

PRE – AUDITING/EXAMINATION/AUDIT QUERIES

1. Examination of payment voucher and supporting document to ensure proper documentation and authorization according to financial laws
2. Ensure proper documents to support vouchers including authorization according to regulation
3. Ensure Adherence to relevant act regulation and circular

4. Reply all audit queries raised during the previous financial year and

5. Monitor expenditure

AUDIT QUERY

1. Maintenance of audit query register
2. Reply all audit queries raised during previous financial year
3. Consolidation of audit query reply and other audit report
4. Maintenance of loss register and
5. Preparation of loss reports

COMPUTER ROOM AND FINAL ACCOUNTS

1. Post and approval of receipt and payments in the system
2. Dealing with adjustment of errors in the system records
3. Preparation of final accounts and
4. Reconciliation of accounts with treasury

The unit will be led by Chief Accountant