

## FINANCE ASSISTANT - DOCUMENTATION

### POSITION SUMMARY:

The Finance Assistant (Document Management) will be responsible for filling, downloading and uploading of all financial documents in ICAP systems to ensure that documents are easily accessible for reconciliation and audits as well as storage per available rules and regulations. S/he will be responsible for daily downloads of all documents from ICAP system, index the documents and upload into the OnBase system (a system used by ICAP for documents storage and real time review of financial transactions). Furthermore, s/he will also ensure the physical filing of all documents in designated areas and support location of documents during internal and external audits. S/he will also work with other departments including procurement, administration and human resource to ensure supporting documents for payments have been uploaded into ICAP financial systems prior to processing of payments.

### MAJOR RESPONSIBILITIES:

- Ensuring that finance documents (Payment Vouchers, Journal Vouchers, Vendor Management, FFRs, etc.) are stored in secured locations in both hard and electronic copies.
- Receives all finance documents from other departmental staff for filing. Proper monitoring and control the flow of documents to and from finance department.
- Follow-up with respective departmental staff for the hard copies to be submitted to finance department for filing.
- Extract the Journal Vouchers recorded to the accounting system (QuickBooks), attach relevant supporting documents and secure the relevant approvals before the month-end close.
- Ensuring that the finance documents are complete, accurate and free from errors prior to uploading to electronic storage facility (OnBase)
- Uploading softcopies of finance related documents to electronic storage facility (OnBase) on a daily basis
- Performing weekly and monthly reconciliation of documents recorded in the accounting system (QuickBooks) with OnBase ensuring that there are no missing receipts to electronic storage facility (OnBase).
- Perform any other relevant duties as may be assigned by Superiors from time to time.

### Required Qualifications, Knowledge and Skills:

- Bachelor of Commerce degree in Accounting, Finance or equivalent.
- Recommended a minimum of 2 years' experience in Accounting/financial management.
- Candidate must be conversant with accounting packages preferably QuickBooks.