

**JOB DESCRIPTIONS AND PERSON SPECIFICATIONS MANNUAL
FOR**



LOTTERIES AND GAMING
REGULATORY BOARD
Responsible Gaming

**THE NATIONAL LOTTERIES AND GAMING REGULATORY
BOARD**

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

MAY, 2024

Job title: Manager Finance
Salary Scale: NLGRB 3
Repos to: Senior Manager Finance and Administration
Responsible for: Senior Finance Officer
Senior Accountant

Job Purpose

To provide technical support and guidance in the implementation and appraisal of financial management systems, practices and policies for effective budgeting, disbursement, accountability and utilization of resources

Key duties and responsibilities

1. Review and forward payments to the Accounting Officer.
2. Maintain proper books of accounts and safe custody of accounting documents.
3. Prepare and submit financial statements and other reports to Accountant General and Auditor General.
4. Follow up on audit queries and implementation of audit recommendations.
5. Monitor commitments, expenditures, appropriations, accounts receivables, and revenues.
6. Ensure compliance with financial manuals, policies, Financial Management Information Systems operational manuals, Instructions, and Circulars.
7. Provide safe custody of cash and other assets.
8. Management and supervision of the finance staff.
9. Provide guidance on the organization and training of staff with financial responsibilities within their functions.
- 10.** Support and coordinate the internal and external audit.

Person specifications

Qualifications

- i. A Bachelor's degree in either Commerce (Accounting option) or Business Administration (Accounting option) or Business Studies (Accounting option) or Finance and Accounting (Accounting option) from a recognized University.
- ii. A master's degree in Business Administration, or Financial Management, or Project Management from a recognized awarding institution
- iii. A professional accounting qualifications (such as CPA and ACCA),

Working experience

At least six (6) years working experience three (3) of which should have been served at Senior Finance Officer or Senior Accountant level or an equivalent level from a reputable organization.

Competencies

i) Technical

- Policy Management
- Financial management
- Information Communication Technology
- Risk management
- Human Resource Management

ii) Behavioral

- Decision-making and problem –solving skills.
- High level or an equivalent level from a reputable organization Integrity & professionalism;
- Good interpersonal and communication skills
- Excellent coordination and organization skills
- Team work