



ST THOMAS NYABULA SECONDARY SCHOOL

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20th January, 2022

DUTIES AND RESPONSIBILITIES OF;

A) ACCOUNTS DEPARTMENT

An accountant is not only responsible for all finance and accounting functions for the School, but also is a guardian of the students.

- In consultation with the school management, prepare the school's daily, weekly, quarterly budget and review and update as necessary.
- Monitor income and expenditure in relation to the school's budget, and produce monthly reports for the School Director and Headmaster
- Keep all school accounts and prepares income and expenditure reports in accordance with the accounting financial regulations.
- Assist in the preparation for the annual audit, liaising with all parties involved.
- Maintain and oversee all bank accounts, completing monthly reconciliations and reporting banking errors to your line manager or school director.
- Ensure that the school's finance policy is reviewed and updated as necessary and that the school meets all financial requirements as per accounting standards.
- Be responsible for all elements of cash handling including collections and disbursements, banking and security, fundraising and school trips.
- Be responsible for the completion of the school's payroll, ensuring all forms including timesheets, new starter/leaver/variation forms and annual returns are submitted within required deadlines.
- Monitor the payment of salaries by the school's payroll provider, liaising with the provider as required.

- Be responsible for the placement of orders ensuring they are processed through the school's computerized finance accounting package.
- In conjunction with the accounts department, scrutinize and attend to the payment of all invoices and statements of account.
- Carry out and keep analyses of costs and other statistical information.
- Coordinate and maintain a list of approved contractors and suppliers to ensure best value.
- Advise the Director/Headmaster on school financial matters in relation to the collection and disbandment's.
- Ensure that all the necessary financial data required for payroll, the staff's Pension fund is submitted.
- Other duties of an appropriate level and nature may also be required, as directed by the school director/management.

B) AUDITING DEPARTMENT

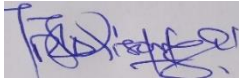
He/she is not only the guardian, but an auditor is a specialist who reviews the accounts of school to ensure the validity and legality of their financial records.

- Collating, checking and analyzing spreadsheet data.
- Prepare in detailed the school's daily, weekly and quarterly reports on audit findings.
- Advise the Director/Headmaster on school financial matters in relation to the audit report findings.
- Examining school accounts and financial control systems.
- Gauging levels of financial risk within the school.
- Checking that financial reports and records are accurate and reliable.
- Liaising with managerial staff and presenting findings and recommendations.
- Undertaking reviews of wages/payroll.
- Report to management about asset utilization and audit results.
- Examine records, tax returns, and related documents pertaining to settlement of decedent's estate.

- Determine internal audit scope and develop annual plans.
- Verify the existence of assets and recommend proper safeguards for their protection.
- Evaluate the adequacy of the system of internal controls.
- Recommend improvements in controls.
- Assess compliance with policies and procedures and sound business practices.
- Assess compliance with state and federal laws and contractual obligations.
- Review operations/programs to ascertain whether results are consistent with established objectives and whether the operations/programs are being carried out as planned.
- Investigate reported occurrences of fraud, embezzlement, theft, waste, etc.
- Other duties of an appropriate level and nature may also be required, as directed by the school director/headmaster.

Wishing You Best of Luck

Rauce Kisonga

A handwritten signature in blue ink, appearing to read 'Rauce Kisonga', is placed over a light grey rectangular background.

Headmaster

CC: School Director