

Jd- Assistant Qualification Officer

Key Responsibilities

The Assistant Qualification Officer will have the following key responsibilities:

- Efficient processing of expenditure purchase order supplies
- Timely preparation and processing of payments, invoices and associated financial documentations
- Ensure timely submission of all payments for checking and approval by key signatories
- Prepare cash book and deposit cash received daily
- Ensure that monthly bank statements are received in a timely manner
- Perform banking services effectively and efficiently
- Liaise with financial institutions on international transfer and payments
- Prepare international transfers and payments for legitimate purposes
- Perform any other duties assigned by the CEO from time to time