

## SCHEME OF SERVICE

- Organisation:** Sugar Insurance Fund Board
- Post:** Manager, Finance
- Salary:** Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 – 69800 (SIFB 24)
- Qualifications:** A. By selection from among candidates who –
- (i) are registered as an Associate or Fellow member of one of the following bodies –
    - (a) The Institute of Chartered Accountants of England and Wales or Scotland or Ireland
    - (b) The Association of Chartered Certified Accountants;
- OR**
- An equivalent professional accountancy qualification acceptable to the Board.
- (ii) reckon at least three years' post-qualification experience in finance duties.
- B. Candidates should:-
- (i) possess good organisational, supervisory and analytical skills;
  - (ii) possess interpersonal and communication skills;
  - (iii) have knowledge of accounting package; and
  - (iv) be computer literate
- Candidates should produce written evidence of experience/knowledge claimed.
- Role and Responsibilities:** To ensure that the financial activities of the Sugar Insurance Fund Board are carried out efficiently and effectively and within the framework of approved policy.
- Duties:**
1. To assist the Chief Finance Officer in the day-to-day management of the sections falling under his responsibility and in designing and planning the operations of the Finance Division.
  2. To prepare financial statements and returns, and the accounts of the Sugar Insurance Fund Board for auditing purposes.

## Duties

3. To ensure that:
  - (a) all administrative expenses are controlled through a budgetary system;
  - (b) premium or compensation are promptly claimed or paid; and
  - (c) overpaid compensation and short paid premium are claimed back or recouped from insured.
4. To authorize disbursements of funds for recurrent expenses and to arrange for the payment of all amounts due by the SIFB.
5. To keep such books, documents and vouchers necessary for recording all financial transactions and to produce same for auditing purposes.
6. To provide Management with regular reports concerning:
  - (a) receipts and payments; and
  - (b) stocks, movable and immovable property and other assets.
7. To organize and control the compilation of all financial data.
8. To monitor the amounts payable out of the Staff Housing Scheme, Staff Medical Scheme, Staff Loan Scheme and other schemes that may be set up under Section 15 of SIFB Act.
9. To use ICT in the performance of his/her duties.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Manager Finance in the roles ascribed to him/her.

