



Job Description

Functional Title	Officer Payment	Grade	OG-II to OG-I
Division	Finance	Function	Finance
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Manager	Reporting (Dotted)	-

Position Summary:

The Finance Officer (Payments) is responsible for ensuring the timely, accurate, and compliant processing of all company payments. This includes managing accounts payable, processing vendor and supplier invoices, performing bank reconciliations, and maintaining comprehensive financial records. The role leverages accounting software (e.g., SAP, QuickBooks) to support smooth payment operations and accurate financial reporting. Key responsibilities include verifying and processing payments, reconciling accounts, liaising with vendors and internal stakeholders, and ensuring strict adherence to organizational financial policies and regulatory standards. By maintaining strong controls and accuracy, the Finance Officer (Payments) supports the organization’s financial integrity and operational efficiency.

Key Responsibilities:

- **Payment Processing:** Verifying invoices against purchase orders/receipts, processing payments (bank transfers, checks, etc.) for vendors, employees, and bills.
- **Accounts Payable:** Managing the entire payable cycle, including accurate data entry, matching documents, and ensuring timely payments.
- **Bank Reconciliation:** Reconciling bank statements with internal records to ensure accuracy.
- **Financial Record Keeping:** Maintaining ledgers, journals, and ensuring all financial data is accurately recorded in accounting software (e.g., SAP, Tally).
- **Reporting:** Preparing payment-related reports, supporting monthly/quarterly closings, and assisting with audits.
- **Vendor Management:** Communicating with suppliers to resolve discrepancies, obtain clarification, and update records.
- **Compliance & Control:** Ensuring all payment activities adhere to internal controls, policies, and financial regulations.





Job Description

Position Specification(s):

Minimum Qualification	Minimum Bachelors preferably Master
Experience	3-5 years in relevant Experience
Competencies Required:	Proficient with Microsoft Office,

Employee Name & Signature

Date:

Dept. / Div. Head (Sign & Stamp)

Date:

