

FINANCE AND ACCOUNTS UNIT

Objective

To provide quality financial management and book keeping services for the National Electoral Commission.

This Unit performs the following activities:-

Accounts

- (i) Exercise financial advisory role in matters relating to Public Financial Act/Regulations to head of Departments and Accountings officers;
- (ii) Supervise the consolidation of final accounts;
- (iii) Make approval of payment relating to integrated financial information management system (IFMS); and
- (iv) Receive, handle and resolve all complaints related to payments of employees and suppliers.

Cash Office

- (i) Payment of Cash;
- (ii) Undertake batching of all paid payment vouchers;
- (iii) Keep in safe custody all unused and unissued accountable documents;
- (iv) Collection of National Electoral Commission non-tax Revenue;
- (v) Ensure safe custody of cash and cash equivalents; and
- (vi) Maintain counterfoil for all accountable documents.

Billing

- (i) Preparation of Payment Vouchers relating to Staff and Suppliers in time;
- (ii) Keep imprest register and make follow up on staff with overdue unretired imprests;
- (iii) Ensure that all payment requests received from various sources are being paid in time;
- (iv) Oversee the proper preparation and maintenance of Vote Book;
- (v) Submission of voucher list to BOT;

- (vi) Collection of all revenues; and
- (vii) Supervise the collection of revenue.

Pre – Audit/Examination

- (i) Ensure that all payments that are finally passed are legally, procedurally and regulatory proper and arithmetically accurate;
- (ii) Ensure that every expenditure is according to issued budget, in terms of sub vote, item, sub item and segment;
- (iii) Seeking and obtaining clarification from relevant persons on all payment documents that do not pass examination test; and
- (iv) Authorize voucher list before it is finally allowed for payments generation

Computer (Epicor)

- (i) Provide guidance and training to subordinates on the use and operation of the integrated financial management system (epicor);
- (ii) Retrieve from the integrated financial information management system (IFMS) various financial reports for use by management in decision making;
- (iii) Data entry into the integrated financial information management system (IFMS);
- (iv) To ensure that all payments to suppliers, contractors, conform to the agreed upon criteria as provided in the contracts and LPOs; and
- (v) Effecting of various payments.

Audit Query

- (i) Provide necessary information and documents required by the auditors during the audit of the accounts;
- (ii) Oversee collection and assembling of necessary information and documents required by the auditors during the audit of the accounts;
- (iii) Co-ordinate and prepare replies for internal and external audit queries and management letters from Controller and Auditor General;
- (iv) Distribute copies of audit queries to respective sub sections; and
- (v) Liase with internal / External Auditors for queries raised and produce relevant documents required.

Final Accounts

- (i) Ensure that annual accounts are properly and timely prepared and submitted to Treasury and to the Controller and Auditor General as appropriate;
- (ii) Liaise with the Treasury with regard to consolidation of annual accounts; and
- (iii) Prepare and produce (final and interim) Sound financial statements / records.

Salaries

- (i) Oversee timely and accurate payments of salaries and special allowances to employees;
- (ii) Ensure that deletions from the payroll of all employees who for various reasons have ceased to be NEC employees are done in time;
- (iii) To receive, handle and resolve all complaints related to salaries for current employees as well as retirees;
- (iv) Provide inputs and participate in the preparation of budgets for personal emoluments;
- (v) Ensure that the NEC payroll is free from ghost workers; and
- (vi) Prepare payment voucher for salaries, deductions and other payment originating from salaries sub section in time.

Assets Management

- (i) Manage NEC assets through monitoring the way they are acquired up to disposal in a manner that maximize the value of the assets;
- (ii) Updates the Assets Register;
- (iii) Prepare replacement plan of assets after conducting internal survey to determine usefulness of assets;
- (iv) Observe that assets are received as specified by the user and in good order and condition; and
- (v) Observe that assets are properly coded when acquired/Received.

This Unit leads by a Chief Accountant.