**ToR for Finance Officer**

* Estimate, prepare & submit budget proposal
* Disburse staff salary and make payment for office supplies on time
* Ensure timely deposit of statutory deductions and other recoveries to the concerned agencies
* Maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required by the financial statue and update daily with no error
* Prepare cheques, draft and ensure proper receipt by the appropriate payee and on time
* Perform all bank related duties
* Safe custody of the financial documents and date
* Prepare and generate monthly accounts
* Carry out any other work as may be required by the CEO and Head AFD