

## Job Description

### Purpose

Maintain the central archives and record rooms of the finance division.

### Job Accountabilities:

- Ensure all revenue accounting /payments/treasury/financial accounting /management accounting and station finance documents are properly filed/stored for reference.
- Updating stored/archived document registers for easy reference.
- Issuance of files/documents whenever required by all sections of the finance division and by the internal/external auditors and maintain a record of the same and ensuring the same are returned and relocated accurately.
- Maintaining the central record room and the central archives in a methodical manner to enable ease of locating stored/archived documents.
- Ensuring regular movement of documents from the central record room to the central archives and initiating action for disposal of records in keeping with the record management policy.
- Support & contribute towards achieving department/divisional initiatives & priorities.

## Requirements

6 passes at GCE O/L with 4 Credits in one sitting including a credit for English (obtained at any sitting) .

OR

6 passes at GCE O/L in one sitting including a credit for English (obtained at any sitting) and full or part professional qualification with 1 year work experience.

**Note: Experience in a similar role would be an added advantage.**

The upper age limit should be 30 years as of **06th July 2024** which is the closing date.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.