

CAPE COAST METROPOLITAN ASSEMBLY

FINANCE DEPARTMENT

SCHEDULE OF DUTIES

(2022)

MRS. FAUZIYA MOHAMMED (SENIOR ACCOUNTANT)

- Deputize in absence of Municipal Finance Officer
- Supervise the work of other accounting and revenue staff
- In charge of Modernization of Agriculture (MAG) Accounts
- In charge of District Assembly Common Funds responsive Sector Grant Accounts
- In charge preparing Annual Financial Statements and submitting same to Audit Service for validation.
- Responsible for dealing with all matters relating to GIFMIS and building staff capacity on GIFMIS.
- In charge of responding to all enquiries
- In charge of all other accounts receivable
- Preparation of bank reconciliation Statement and movement in respect of GOG sub-consolidated Fund Accounts
- In charge of Procuring of Value Books from CAGD, Accra
- Updating of Contract Register and creditors ledger at all times.
- Any other duties to be assigned when necessary.

MR. EMMANUEL TEI MENSAH HANSEN (SENIOR ACCOUNTANT)

- Responsible for all revenue issues affecting the Assembly
- Mapping up strategies to ensure effective mobilization of revenue
- Handling all matters relating to GIZ and TREE projects
- Responsible for all matters relating to Electronic payment of revenues by rate payers.
- Responsible for building capacity of all staff under him including revenue staff.
- Assisting in preparation of Annual Financial Statement of the Assembly
- To stand in and handle all responsibilities of Fauziya Mohammed in her absence.
- Supervising the work of all revenue staff of the Assembly and report same to Finance Officer.
- Any Other duties to be assigned by the Finance Officer

MR. PRINCE KWABENA NKEBI –(ACCOUNTANT)

- In charge of District Assembly Common Fund Accounts
- In charge of MP Common Fund Accounts (North and South)
- In charge of Person's with Disability (PWD) Accounts
- Assist in Preparing GIFMIS Payment Vouchers of all Accounts
- Any other responsibilities to be assigned by the Finance Officer

MRS. LETICIA BAIDOO (ASSISTANT ACCOUNTANT)

- In charge of Water and Sanitation (UNICEF) Accounts (WASH)
- Responsible for North and South Sub Metro Accounts
- Assisting in Capturing revenue on the GIFMIS system
- In charge of transacting business with Bank of Ghana on behalf of the Assembly
- To stand in and handle all responsibilities of Mr. Eric Esseku Tetteh in his absence.

MRS. AMY ADELIN ADIASI (ASSISTANT ACCOUNTANT)

- In Charge of IGF Payments and preparing of IGF expenditure cash book
- In charge of retiring of Payments Vouchers at the end of every week
- Preparation of Monthly Trial Balance
- In charge of Payment of all Casual Workers' Salaries.
- Processing of Commission workers' monthly remuneration.
- In charge of proper filing of all Financial Documents (Monthly Trial Balance, Annual Accounts, Audit Reports etc.)
- Any other responsibilities to be assigned by the Finance Officer.

MR. ERIC ESSEKU TETTEH (ASSISTANT ACCOUNTANT)

- Preparing of Revenue Cash books and Ledgers
- In charge of Value Books
- Preparing Accounts Receivable (Revenue) Entries Using GIFMIS
- Handling Cashiering duties with respect to IGF Revenues received
- In Charge of M-SHAP Accounts
- To stand in and handle all responsibilities of Madam Leticia Baidoo in her absence

- Any other responsibilities to be assigned by the Finance Officer.

MR. ROBERT DZAKAH DOSA (ACCOUNTS OFFICER)

- In Charge of preparation of all IGF payment Vouchers using GIFMIS
- In charge of Statutory Payments (GRA, SSNIT, etc)
- Preparing Monthly reconciliations of all IGF Accounts with all Banks
- Attending to official errands at various places including travelling to Accra on official duties.
- Submitting of monthly Trial Balance to Controller and Acc. Gen. Department and DACF Secretariat in Accra.
- Deputizing in the absence of the Expenditure Cashier (Mrs. Amy Adoasi)

MRS. FELICITY ACQUAH (ADMINISTRATIVE SECRETARY)

- Responsible for all correspondence with the Finance Department
- Filing of all letters and other documents received by the Finance Department.
- In charge of typing of all letters and other documents affecting the Finance Department.
- In charge of all issues affecting the call centre within the Finance Department.
- Preparing monthly reports of all transactions affecting the call centre and submitting same to the Finance Officer.
- Any Other duties to be assigned by the Finance Officer

