

Job Title	TEMPORARY STORES OFFICER
Directorate	FINANCE AND ADMINISTRATION
Department	FINANCE DEPARTMENT
Reporting to	MANAGER FINANCE
Salary Grade	N7
Jobs that report to this role	N/A
Job Purpose	
To work with the finance and technical teams to ensure a sound and robust inventory management of the organization	
Key Accountabilities	
<ul style="list-style-type: none"> • Receive and verify items from suppliers to confirm that goods delivered correspond to attached specifications. • Regularly monitor the usage of stock and issue requested items to various stakeholders to facilitate business continuity • Maintain an updated record of receipts and issues and generate periodical reports to indicate the status of inventory. • Carry out stock-taking and reconciliation to establish actual stock balance and monitor reorder levels. • Prepare assets for engraving for ease of accountability. • Ensure cleanness, orderly storage of items, custodian of the store's keys • Provide support during external and internal audits • Perform any other duties, which may be assigned from time to time; 	
Position Requirements	
Education <ul style="list-style-type: none"> • Honors degree in Finance, Accounting, Business Administration, and Commerce from a recognized university. • Any qualification in Accounting (ACCA or CPA (U) is an added advantage. 	
Experience <ul style="list-style-type: none"> • At least two years of working experience in an accounting /finance role from a reputable public or commercial or donor-funded organization • Previous experience in store management is an added advantage. 	

Skills and attributes.

- Ability to multitask.
- High level of integrity
- Excellent spreadsheet skills
- Ability to work with minimum supervision and flexibility. □ Excellent report writing skills.