

- keeping a record of planned expenditures and firm commitments up-to-date and preparing the necessary reports for headquarters at the end of reporting months,
- preparing paylists for the local staff on a semi-monthly or monthly basis and obtaining signature of receipt from each employee, and by completing and forwarding a copy of form EXT 208 to reflect all pay changes for local employees to be sent to Headquarters, and
- preparing the motor vehicle operation and maintenance report at the end of each month.

(3) Performs other duties such as maintaining the financial filing system, keeping up-to-date the authorities, regulations and directive and procedure manuals for post operations, and replacing the supervisor during absence. 5%

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INCUMBENT

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SUPERVISOR

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DATE

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DATE