

- Preparation and Presentation of Monthly, Quarterly and yearly Financial Reports and Appropriation Accounts as per the International Public Sector Accounting Standards (2013) to the Assembly Service Board.
- In charge of the overall Financial Operations of the County Assembly and Monitoring of the workforce in the Department.
- Ensuring that the County Assembly complies with the Public Finance Management Act 2012, The Public Finance Management (County Government) and financial regulations, The Public Procurement and Disposal Act and subsequent regulations.
- Ensuring that the statutory deductions/taxes are timely paid on due dates to cushion the Assembly against the penalties by KRA.
- Advising the Clerk to the Assembly on Financial Controls and Budgetary Allocations as per the Public Financial Management Act 2012.
- Custodian of the Assembly Assets and Financial documents.
- Advising the Clerk on Prudent Financial Practices.
- In charge of cheque signing, Internet banking with the Central Bank of Kenya.
- Formulate Financial and Budgetary controls to the County Assembly.
- Liaison Officer between the Controller of Budget and the County Assembly on requisition and Exchequer Processing.
- Responsible for the overall financial commitments between the County Assembly, Customers, Suppliers and Staffs.
- Advisor to Clerk on matters of Authority to Incur Expenditure (A.I.E) and Fundings.
- Liaison Officer between the County Assembly and the Executive County Treasury on Financial matters.
- In charge of Audit queries internally / externally and responses on matters of Prudent Financial practices and preparation of Audit responses to the Senate.