

FINANCE ROLES AND RESPONSIBILITIES MAP (GROWING RETAIL BUSINESS)



Process	Initiates	Approves	Processes / records	Checks outcome
Generator repair	Admin/store manager	Authorised manager	Accounts officer	Admin confirms repair; finance reviews documents
Electricity purchase	Admin/store manager	Budget holder/authorised manager	Accounts officer	Admin confirms token loaded
Stock purchase	Operations/procurement	Authorised manager	Accounts officer	Stockkeeper confirms receipt; finance checks documents
Customer refund	Sales/customer service	Authorised manager	Accounts officer	Finance checks refund

Process	Initiates	Approves	Processes / records	Checks outcome
				against original sale
Daily sales reconciliation	Sales provides records	Exceptions escalated as needed	Accounts officer	Finance manager reviews

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