

# **ADMIN CONTRACT - FINANCE DEPARTMENT**

## **1. Position**

The Employee is appointed as Finance Administrator responsible for financial reporting, invoice processing, and budget monitoring.

## **2. Responsibilities**

Duties include preparing financial statements, assisting in audits, managing accounts payable/receivable, and maintaining compliance with financial regulations.

## **3. Compensation**

The Employee shall receive a fixed annual salary payable monthly in accordance with company payroll policies.

## **4. Confidentiality**

The Employee must maintain strict confidentiality regarding financial data and company-sensitive information.

## **5. Termination**

Either party may terminate this agreement with written notice as required by company policy and applicable law.