

	JOB DESCRIPTION	Revision No.: 002 Date of Issuance/Revision: 02 Feb 2024
---	------------------------	---

Job Title:	MANAGER - FINANCE
Department:	FINANCE
Reporting to:	EXECUTIVE DIRECTOR

Job Purpose

Responsible in providing overall accounting management and financial control to Company’s business including directing the activities of the general accounting function and complex financial analysis of various business plans/ ventures and/ or company-wide operations. He/she shall assist in delivering the budget commitments in relation to both operating profit and revenue. It is also his/her responsibility to formulate and/or administer approved accounting policies and procedures; lead special projects requiring the most rigorous financial analysis, as requested by the Executive Director.

Duties and Responsibilities

Strategy

- To support and assist the other members of the management team in laying the groundwork to ensure that company has a clear, focused and workable strategy in place to achieve its growth targets.
- To strategically advice senior management team on matters relating to finance.

Business Development

- Support the management team to produce the budget for the forthcoming years.
- Provide ongoing financial analysis and financial breakdown to each different line of business.

Treasury

- To closely monitor debtor balances ensuring the cash position of major projects is understood.
- To maintain pressure on debtors to optimise the company’s cash position.

Finance

- Management of the entire finance function of the company.

Job Specification

- Supervise and direct the activities of the general accounting to ensure accurate and timely recording/reporting of financial information. Activities include development of reports, account analyses and reconciliation in the General Ledger, Payroll, Accounts Payable, Intercompany transactions, funding & cost recovery, transfer pricing flows and foreign currency accounting.
- Analyze and interpret accounting related data, review divisional balance sheets and income statements, maintenance of fixed assets records and systems and reconciliation of bank accounts.
- Formulate, implement and manage approved accounting and administrative controls. Define and control general accounting information requirements and provide accounting guidance to operational divisions within the company.
- Select, develop and evaluate accounting and finance staff. Shape development of department/ function.
- Anticipate changing business requirements and develops new reporting and analysis to support future needs.

- Direct the preparation and maintenance of a broad range of financial, operational and statistical reports. Carry out financial analysis and make recommendations to management concerning financial/operational results/ problems/ issues/trends.
- Develop and coordinate preparation of rolling forecasts, budgets, contingency plans; coordinate the preparation of periodic forecasts, including cash management forecasts.
- To monitor the finances of all significant projects to ensure early attention is paid to project risk. In particular ensuring foreign currency and tax issues are dealt with.
- To provide financial analysis to highlight any potential problems or measure performance in building areas.
- Plan and coordinate month-end/ half-end/ year-end closing activities including liaison with external and internal auditors and responses to their requests and preparation of annual financial statements.
- Interface with regulators and supervise the preparation of regulatory returns, day-to-day handling of corporate tax and ensuring compliance with local authorities, accounting procedures and statutory regulations.
- To perform other duties, including the administrative tasks assigned by your superior from time to time.

MINIMUM ACADEMIC/PROFESSIONAL QUALIFICATION

- Degree / professional qualification in accounting or related field.

RELATED EXPERIENCE

- Seven (7) years of working experience in the similar field.
- Experience including statutory, tax, treasury and legal matters.

ESSENTIAL COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)

- Strong analytical and review skills, ability to provide support and direction to organization in reviewing projects and opportunities for revenue and profit growth and cost management.
- Strong leadership, coaching and management skills and ability to lead, motivate and grow a team of professional finance staff.

DESIRABLE ATTRIBUTES (BEHAVIOURAL)

- Ability to manage and support staff by facilitating relevant continuous professional development.
- An aptitude to motivate staff.
- Persistence and assertiveness combined with tact and diplomacy.