

## FINANCE MANAGER JOB DESCRIPTION

<b>POSITION</b>	Finance Manager
<b>SUPERVISOR</b>	Group Chief Finance Officer (Group CFO)
<b>JOB SUMMARY, DUTIES AND RESPONSIBILITIES</b>	
<b>Job Summary</b>	The Finance Manager's primary responsibilities will be to oversee the financial health of the company and help ensure business continuity viability. This will involve supervision of the following; the planning, implementation, managing and running of all the finance activities of the company. Specifically; business financial planning, budgeting, forecasting, analysing financial strengths & weaknesses, negotiations, accurate reporting, obtaining and maintaining investor relations & partnerships compliance.
<b>Duties and Responsibilities</b>	<p>The key duties and responsibilities are as follows:</p> <ul style="list-style-type: none"> <li>• Develop an in-depth understanding of the business and take responsibility for the maintenance of the financial health of the company.</li> <li>• Oversee operations of the finance department, set goals and objectives based on the corporate strategic plan. In addition to designing a framework for these to be met.</li> <li>• Provide financial reports and interpret financial information to Management and the Board while recommending further courses of action for sustainability.</li> <li>• Preparation and analysis of all financial reports and information as required to various stakeholders on behalf of the company.</li> <li>• Maintaining effective relationships with Management .</li> <li>• Representing finance in Management meetings.</li> <li>• Reporting on and providing advice on how business decisions will impact the company's financial performance.</li> <li>• Formulate key finance operating policies and procedures and ensure they are always adhered to.</li> <li>• Development, management and monitoring of company budgets and business plans.</li> <li>• Cost control and expenses monitoring.</li> <li>• Analyse market trends, competitors, and recommend strategies that work to minimise company financial risks.</li> <li>• Coordination of year end statutory audit with the Group Head of Audit, Risk and Compliance and company's external auditors to produce audited financial statements within the set timelines.</li> <li>• Resolution of any arising tax matters, regulatory matters and compliance matters with financial impact on the company.</li> <li>• Participate in tenders and develop commercial responses as part of the tender team.</li> <li>• Manage, guide and lead all staff in the finance department and remain accountable for the operations of the department.</li> <li>• Design procurement policies and procedures and oversee their enforcement.</li> <li>• Ensure all necessary insurance covers are in place to safeguard the company's assets.</li> <li>• Ensure legally binding contracts are in place for all contractors, suppliers and customers.</li> <li>• Develop and oversee payment procedures that ensure adequate controls and timely payments.</li> <li>• Manage the Finance IT environment (hardware and software); ensuring it is fit for purpose; all staff are trained and are using it in the appropriate way that</li> </ul>

	ensures all transactions are properly recorded, and regular reports are generated and acted upon.
<b>QUALIFICATIONS AND EXPERIENCE</b>	
<b>Education</b>	Bachelor's degree in a business-related field from an academic institution recognized by the Commission for University Education.
<b>Professional Qualifications</b>	CPA (K), ACCA, CIMA or an equivalent professional qualification.  Membership to a relevant professional body such as the Institute of Certified Public Accountants (ICPAK), Association of Chartered Certified Accountants (ACCA) or a relevant professional body.
<b>EXPERIENCE</b>	Minimum of seven (7) years' relevant finance experience, with a minimum of 3 years as a Finance Manager in a multinational organisation.  Background in the aviation industry logistics will be an added advantage.
<b>KNOWLEDGE AND COMPETENCIES</b>	
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Proven experience as a Financial Manager.</li> <li>• Prior experience of business improvement with quantifiable outcomes.</li> <li>• A solid understanding of financial statistics and accounting principles.</li> <li>• An analytical mind with a high sense of risk awareness.</li> <li>• Commercial and business awareness.</li> <li>• Ability to articulate finance data and analytics to a variety of stakeholders (finance and non-finance).</li> <li>• Proficiency in information systems ERP and generally used finance and accounting software.</li> <li>• Proficiency in Microsoft office suite and business analytic tools.</li> <li>• Proficient skills in the following: budgeting, forecasting, taxation, payroll, management accounting, reconciliations, period closing and financial reporting.</li> </ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Leadership and people management and development skills.</li> <li>• Strong time-management and organization skills.</li> <li>• Ability to work with the Board and Senior Management of the company.</li> <li>• Ability to represent and protect the company's interests against third parties or external parties including competitors, customers, suppliers and regulators.</li> <li>• Negotiation skills and the ability to develop close working relationships company wide.</li> <li>• Strong problem-solving ability.</li> <li>• Sensitivity to working with diverse cultures.</li> <li>• Self-drive, energy, candor, assertiveness, and humility.</li> <li>• A keen eye for detail and desire to probe into data further.</li> <li>• Excellent communications skills - written / verbal communication and presentation skills.</li> <li>• Ability to multi-task and work under pressure.</li> </ul>
<b>Application Deadline</b>	31 January 2023
<b>How to Apply</b>	Click on this link. <a href="https://bit.ly/3H6mLgq">https://bit.ly/3H6mLgq</a>