

## 5. Finance Managers / Assistant Finance Managers

Role Responsibility:

Duties:

- Responsible for day-to-day accounting tasks (AR, AP and GL), preparation of financial statements and monthly reporting packs
- Preparation or review of monthly balance sheet reconciliations for all accounts.
- Analysis of monthly company performance against budget and prior year, preparation of monthly KPI and customer analysis.
- Oversee reporting & reconciliation of intra/inter-company balances.
- Assist with preparation of annual budget and quarterly and rolling monthly forecasts in co-ordination with the Management.
- Advise on improvements for the existing Accounting system and User Friendly (or other local) accounting system, reporting with the operational systems, and the linkage among all systems.
- Liaise with Finance Managers
- Liaise with auditors &/or tax consultants for tax filings.
- Directly oversee AR and collections targets to maximize cash flow.
- Responsible for Payroll tasks.
- Human resources tasks, including assisting in recruitment, HR record keeping and filing, whenever appropriate.
- Other administrative tasks, as required.

Communication:

- Other group staff, including Directors, Finance and Operational staff.
- Vendors and Clients for invoicing and debt collection/resolution
- Auditor and tax consultant.
- Local tax authorities and other government officials.
- Staff for Internal Audit or Internal Finance Review.

The Ideal Candidate:

### SKILLS, EXPERIENCE AND QUALIFICATIONS

- Fluent communication skills in English and the Local Language (both spoken and written).

- Minimum Bachelors Degree in Accounting/Finance.
- Substantial working experience in Accounting / Finance
- Excellent Excel skills and computer literate for all MS Office applications.
- Have initiative and the ability to work with minimal direct supervision.
- Hard working and willing to work overtime, when necessary.

#### COMPETENCIES AND BEHAVIOURS:

UNDERSTANDING THE ORGANISATIONAL ENVIRONMENT – the capacity to understand the organization and the environment in which the organization operates

SUPPORTING AND WORKING WITH OTHERS – the capacity to assist people and work constructively and collaboratively with others.

DELIVERING OBJECTIVE – the capacity to deliver objectives

ACTING PROFESSIONALLY – the capacity to act professionally at all times.

DELIVERING GREAT CUSTOMER SERVICE - the capacity to deliver great customer service at all times.