

JOB TITLE	FINANCE MANAGER
REPORTS TO	GENERAL MANAGER
JOB PURPOSE:	
The position is responsible for developing, implementing, enhancing financial processes and systems, mitigating risks and controls in financial operations to enhance efficiency.	
KEY TASKS, DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> • Manage bank accounts and perform daily reconciliation of both fund and corporate accounts and investigate balances as necessary. • Maintain integrity of general ledger by control of inputs, outputs and access. • Provide management information from all areas of finance to assist with decision making (bank reports, expenses reports, consolidations and debtor management etc.). • Communicate and manage the shareholder expectations and customer experience through monthly management reporting. • Prepare management and financial reports on monthly, quarterly and at the end of year. • Prepare board papers on the company's financial statements on quarterly basis. • Analyse financial reports and report on variances. • Plan and prepare budgets, analyse and monitor budgets, variances and policy changes. • Ensure timely returns to the regulator and other statutory bodies monthly, quarterly and yearly. • Provide advice on financial strategy. • Ensure proper maintenance of asset register. • Ensure timely collection of receivables. • Manage the internal and external audit process. • Validate all pay out and ensure adherence to procurement policies and procedures. • Prepare revenue monitoring system and other reports from the financial system. 	
REQUIREMENTS	
<ul style="list-style-type: none"> • A Bachelor's degree in Finance, Business Administration, Economics, Statistics, Applied Mathematics, Commerce/Accounting from a recognized university. • Master's degree will be an added advantage. • Professional Certification in CPA (K), ACCA, CIMA or ACA. • 5 years relevant experience in Finance. 	

HOW TO APPLY:

If you are interested in the position and have the required qualifications, skills and experience, kindly

[Click Here](#) and apply on or before **Wednesday, August 17, 2022.**