

HEAD OF FINANCE:

Name of Employee: _____
Contact Phone(s): _____
Contact Email: _____
WhatsApp / Imo/ Others: _____
Skype ID: _____
Reporting To: CEO

Key Duties and Responsibilities:

1. Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions
2. Oversee operations of the finance department set goals and objectives, and design a framework for these to be met by employees, including financial assistants and accountants
3. Track the company's financial status and performance to identify areas for potential improvement
4. Seek out methods for minimizing financial risk to the company and conduct reviews and evaluations for cost-reduction opportunities.
5. Research and analyze financial reports and market trends
6. Provide insightful information and expectations to senior executives to aid in long-term and short-term decision making
7. Present financial reports to board members, stakeholders, executives, and clients in formal meetings
8. Stay up to date with technological advances and accounting software to be used for financial purposes
9. Analyze costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plans and manage the preparation of the company's budget.
10. Liaise with auditors to ensure appropriate monitoring of company finances is maintained.
11. Manage a team of financial analysts who develop financial and valuation models, materials, and recommendations by conducting comprehensive financial analyses and utilizing appropriate valuation methods executive decision-making
12. Coordinate strategic financial plan process for both the client and corporate, including expenses, income, insurance coverage, objectives, tax status, risk tolerance, or other elements to build a strategy
13. Focus on all daily and month-end accounting procedures for the account results, including P&L activity (management fees, fee splits, gross-up entries, etc.), balance sheet activity (deferrals, accruals); accounts receivable /cash application

QUALIFICATIONS AND SKILLS:

- BS/MA degree in Finance, Accounting or Economics
- Professional qualification in CPA will be considered a plus
- Proven experience as a Financial Manager in a bank or a financial institution.
- Experience in the financial sector with previous possible roles such as financial analyst
- Computer skills, particularly with Excel spreadsheets and calculation software.
- Strong interpersonal, communication and presentation skills