

VACNACY FOR:

# FINANCE MANAGER

**JOB TITLE:**

Finance Manager

**REPORTS TO:**

Financial Controller

**JOB SUMMARY:**

Responsible for financial operational metrics tracking, forecasting, and reporting. Analyzing financial data and creating financial models for decision making purposes.

## BACKGROUND

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The Finance Manager will be saddled with the responsibility of supporting the Financial Controller / Head, Finance in executing and completing all finance operations of InfraCredit.



## JOB RESPONSIBILITIES:

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The resource person will be responsible for but not be limited to the following:

1. Ability to prepare review, and adhere to the budgets for each business department
2. Perform Corporate Finance functions; financial ratio analysis, cash management, financial forecasting and investment analysis
3. Work with Financial Controller to manage investments portfolio
4. Periodic preparation of investors relation report
5. Ensure all of company's financial practices are in line in statutory regulations and legislation

6. Assist in company-wide budgetary planning
7. Monitor cash flow, accounts, and other financial transactions
8. Assist the Financial Controller to manage statutory audit and tax functions
9. Prepare financial reports on a monthly and annual basis
10. Maintain strong financial analysis and create forecasts and models
11. Analyze the financial climate and market trends to assist Financial
12. Controller and senior executives in creating strategic plans
13. Analyze financial data and create financial models for decision making
14. Analyze past results, performs variance analysis, identifies trends, and makes recommendations for improvements
15. Supervising and working closely with the Financial Reporting Specialist to ensure accurate financial reporting
16. Evaluate financial performance by comparing and analyzing actual results with plans and forecasts
17. Valuation of financial instruments
18. Create standard and ad-hoc reports, financial tools and applicable dashboards
19. Work closely with financial controller to identify and drive process improvements
20. Developing reporting templates using Excel, Word and Power point



#### **SKILLS AND QUALIFICATIONS:**

1. High degree of confidentiality and professionalism required.
2. At least 8 - 10 years working experience in financial analysis of Finance department of a financial institution or any of the Big Four professional services firms.
3. Must be a chartered accountant (ACA, ACCA etc.). CFA is an added advantage
4. Minimum of first degree in accounting, finance, economics, business administration, statistics or other related courses.

5. Strong organizational skills and the ability to manage time and work activities effectively in a fast-paced environment
6. Maintain up-to-date technical knowledge of IFRS reporting framework, financial instruments and capital market
7. Flexibility and excellent interpersonal skills
8. Strong verbal and written communication, customer service, and data entry skills are required
9. Mastery of MS Office Suite, including Word, Excel, Power Point, etc.
10. Good business/report writing and presentation skills