



Job Code	REC.2022/09/13:EO
Job Title	Chief Financial Officer
Department/Unit	Executive Office

Roles & Responsibilities, not limited to:

- Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans;
- Work with the CEO on the strategic vision including fostering and cultivating stakeholder relationships on all levels, as well as assisting in the development and negotiation of contracts;
- Participate in developing new business, specifically: assist the CEO and COO in identifying new funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery;
- Assess the benefits of all prospective contracts and advise the Senior Management Team (SMT) on programmatic design and implementation matters;
- Provide the COO with an operating budget. Work with the COO to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes interpreting legislative and programmatic rules and regulations to ensure compliance at national level and contractual guidelines.
- Oversee the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets;
- Develop and maintain systems of internal controls to safeguard financial assets of the organization. Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved, and all compliance issues are met, and the preparation of the annual financial statements is in accordance with the require standard (IFRS);
- Monitor banking activities of the organization;
- Ensure adequate cash flow to meet the organization's needs;
- Oversee the production of monthly reports including reconciliations of financial statements and cash flow projections for use by SMT, as well as Board of Directors.
- Oversee the maintenance of the inventory of all fixed assets, including assets purchased assuring all are in accordance with company regulations;
- Assist CEO and COO to select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits.
- Provide objectives, KPI and strategies for the SIM and Finance

Job Requirements:

- Master or Bachelor's Degree in Accounting, Finance or any other related fields.
- Having qualified affiliate or member of an accountancy body or holder of an equivalent qualification (CPA/ACCA/CIMA) is an added advantage.
- Minimum twelve (12) years working experience in senior management roles.
- Good knowledge of accounting regulations and procedures, including the International Financial Reporting Standards (IFRS).
- Hands-on experience with accounting software, preferably SAP.

Required Key Competencies include, but are not limited to:

- Motivating, coaching and developing the team.
- Championing staff management, and stakeholder focus.
- Possessing rational decision-making abilities and problem-solving skills.
- Possessing strong negotiations skills and abilities to assess business and legal risks.