

Job Description for Head of Finance

Job Title	Head of Finance
Reports to	Chief Executive Officer
Supervises to	Finance & Accounts Section
Definition	<p>She/he will be responsible for all financial and fiscal management aspects of company operations. She/he will assist top management in capital structure decisions and its effective implementation, co-ordinate with external agencies to ensure desired funds flow to the organization consistent with its bus.</p> <p>→</p>
Duties/Roles/Responsibilities	<ul style="list-style-type: none"> ○ To plan, design and implement a book keeping and accounting system matching international standards and support top management to put in place a robust audit procedure and reporting. ○ Create, coordinate, and evaluate the financial programs and supporting information systems of the company to include budgeting, tax planning, real estate, and conservation of assets. ○ Approve and coordinate changes and improvements in automated financial and management information systems for the company. ○ Ensure compliance with local, state, and federal budgetary reporting requirements. ○ Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, mass salary updates, ledger, and account maintenance and data entry. ○ Coordinate the preparation of financial statements, financial reports, special analyses, and information reports. ○ Develop and implement finance, accounting, billing, and auditing procedures. ○ Establish and maintain appropriate internal control safeguards. ○ Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations. ○ Ensure records systems are maintained in accordance with generally accepted auditing standards. ○ Ensure compliance with all statutory and legal requirement in respect of finance function of the company. ○ Ensure preparation of financial statements of the company at periodic interval in a manner reflect true and fair position. ○ Smooth conduct of statutory audit. ○ Ensuring the direct and indirect taxes, law and compliance. ○ Payment of all taxes within stipulate time. ○ Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems. ○ Co-ordinate closely with both statutory and internal auditors, ○ To put in place a robust cash and funds management system for optimal returns ○ To draft and ensure compliance of a comprehensive accounts manual and investment guidelines for the company

Technical Skills

- Assist in obtaining the necessary licenses and insurance required to start a business.
 - Analyze cash flow, cost controls, and expenses to guide business leaders. Analyze financial statements to pinpoint potential weak areas.
 - Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
 - Serve on planning and policy-making committees.
 - Oversee financial management of foreign operations to include developing financial and budget policies and procedures.
 - Represent the company externally to media, government agencies, funding agencies, and the general public.
 - Recruit, train, supervise, and evaluate department staff
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- CA/M.Com/MBA Finance from reputed Institute, has minimum 8-10 years of relevant experience MFI, Bank or any other financial institutions.
 - Strong analytical skills
 - Strong verbal and written communication skills English and local languages.