

Terms of Reference

Post: Financial Controller

Post Classification: SM2, Level 1

Department: Financial Management and Control

Division: Investments and Financial Management

Main Responsibilities:

- Ensuring that all accounting routines are completed in accordance with generally accepted accounting principles (GAAP) and in compliance with local tax laws and regulations on a daily basis;
- Ensuring timely preparation and presentation of monthly, quarterly and annual financial reports to senior management and Board;
- Ensuring that finance and procurement teams are informed of regulatory and compliance reporting requirements, IFRS and pending changes;
- Ensuring preparation of annual operating and capital budgets on a timely manner;
- Ensuring reconciliation of accounts including petty cash;
- Developing departmental KPIs in line with the strategic plan and conducting performance reporting;
- Ensuring sound financial controls including cost management and control;
- Ensuring that the Accounting Information System is up to date and relevant to properly account for various schemes and agency arrangements;
- Directing all department activities; providing leadership, training, and supervision within the department;
- Developing plans and policies with regards to cash and reserve management;
- Ensuring proper internal controls and development of procedures to ensure efficient and effective accounting and control function;
- Accounting for special projects and programs as and when required;
- Ensuring that audits are conducted in a timely manner and financial reports are presented in accordance with internal policies and statutory obligations; and
- Any other relevant tasks assigned by the CFO.

Minimum Qualifications:

- A Bachelor's Degree in the field of Accounting and Finance, or ACCA, AAT, CIMA or CPA (Professional Level Certification)

Experience:

- A minimum of 3 years of professional work experience, at managerial level, in the field of Accounting and Finance.

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