

## JOB DESCRIPTION

Job Title	Assistant Manager - Finance	Job Reference No.	
Department	Finance	Created / Revised	April, 2021
Reports to	<b>Manager- Finance</b>	Staff Supervised	3

Type of position:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern
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### ACCOUNTABILITIES

#### General Responsibilities:

- Provides support to the Manager- Finance in ensuring that proper accounting systems are maintained and implemented, so as to provide accurate records of the Company's assets, liabilities and financial transactions. Such systems will include but not be limited to financial reporting, tax, auditing, regulatory reporting and treasury management
- Coordinates the region's Annual Budget process with staff members, for review and approval and, also supports the Manager- Finance in managing the execution of budget decisions and budget variance programs.
- Provides support to the Manager- Finance in planning, directing and controlling the day to day activities of the Finance Department and its subsidiary functions in a manner as to be able to continuously avail appropriate accounting information for management decision-making inclusive of but not limited to:
  - ✓ Managing daily cash balances ensuring that cashflows are adequate to allow business units to operate effectively.
  - ✓ Maintaining Cash Forecasts and Investment Reporting.
  - ✓ Maintaining banking relationships for all business units.
  - ✓ Maximize return on invested funds by identifying investment opportunities; maintain relationships with the investment community
  - ✓ Manage Financial reporting and submission to relevant government entities and authorities.
  - ✓ Assist management with financial audits and reviews as required.
  - ✓ Assists the Manager- Finance with generating the required accounting reports and providing appropriate interpretations, solutions and analyses of financial and accounting issues.
  - ✓ Review and approve of all internal reporting requirements e.g. Monthly management Accounts, and other reports as required by Management.

#### IFRS Implementation Responsibilities:

- Ensure full International Financial Reporting (IFRS17 and other applicable standards) and other Accounting Regulation Compliance are maintained as Team Lead for IFRS implementation and application, where some of the duties are;
- Develop and amend Chart of accounts as necessary
- Conduct training on Chart of accounts, FS and other technical matters where necessary
- Develop/update task guides and training materials
- Coordinate financial research, testing and documentation of existing and new financial processes.
- Conduct analysis on expense allocations together with providing assistance with identification of group classification, CSMs and reinsurance implications.
- Ensure compliance with regulatory policies, practices and procedures, accounting standards etc.
- Interaction with external bodies e.g.: regulators, actuaries, auditors etc.

- Recommend and maintain proper Accounting records, documents and procedures that impose adequate level of control over Finance Department activities.
- Any other duties as required

### **People Leadership**

- Coordinate workflow through Team leaders
- Conduct appraisals on direct reports and execute development plans for staff members
- Effectively communicate job expectations to employees under supervision with timely monitoring, appraising, and reviewing of team members' contributions
- Train, coach, develop and supervise Accounting Staff to efficiently and effectively perform their functions

### **SKILLS REQUIREMENTS**

- Problem Resolution - To identify & correct problems promptly and un-defensively
- Strong Analytical Skills
- Strong knowledge of IFRSs
- Comfortable leading projects
- Problem solving skills and initiative
- Self-starter with strong leadership, inter personal and communication skills
- Strong Spreadsheet Application Skills
- Ability to meet tight deadlines
- Ability to Multi-task

### **EXPERIENCE REQUIREMENTS**

- Minimum five (5) years experience
- At least two (2) years of Management Experience
- Experience with Insurance Accounting would be an asset
- Accounting Software Experience

### **EDUCATION, KNOWLEDGE AND CERTIFICATION REQUIREMENTS**

- Certified Accountant, Professional Accounting Degree, or equivalent Qualification e.g. ACCA
- Computer Literacy e.g. Microsoft Office/ Excel
- Knowledge of Regulatory Environment