

## JOB DESCRIPTION

<b>Job Title</b>	Team Lead, Finance	<b>Job Reference No.</b>	
<b>Department</b>	Finance & Corporate Governance	<b>Created / Revised</b>	May, 2024
<b>Reports to</b>	<b>Manager, Finance</b>	<b>Staff Supervised</b>	1

**Type of position:**     Full-time     Part-time     Contractor     Intern

### JOB SUMMARY

Reporting to the Manager, Finance, the Team Lead, Finance will have the responsibility of generating accurate management accounts monthly. The Team Lead, Finance will also ensure the timely completion of all statutory filings, review reconciliations and schedules, and provide assistance with the preparation of IFRS Financial Statements.

### ACCOUNTABILITIES

- Prepare monthly management accounts that are timely, accurate and comprehensive.
- Complete monthly variance reports on actual against plan as well as month over month.
- Manage the accounting software, specifically the general ledger.
- Produce quarterly and annual statutory returns for Manager's sign off.
- Oversee and ensure fulfilment of all regulatory and statutory filings.
- Oversee the management of the Fixed Asset Ledger.
- Review and sign off on bank reconciliations.
- Assist in the preparation of the Annual Plan/Budgets.
- Assist with coordinating year end audits.
- Review and approve ledger/schedules/ reconciliation.
- Review and sign-off schedules in audit file.
- Authorize journal entries.
- Review and authorize disbursements.
- Liaise with external bodies e.g.: regulators, actuaries, auditors etc.
- Ensure compliance with CCIJ, regulatory policies, practices and procedures, accounting standards etc.
- Assist management with special projects.
- Complete employee performance appraisals.
- Any other tasks assigned by management.

**SKILLS REQUIREMENTS**

- Strong analytical Skills
- Strong problem-solving skills
- Strong time management skills
- Solid leadership skills
- Solid interpersonal communication skills
- Solid digital literacy skills

**EXPERIENCE REQUIREMENTS**

- Minimum five (5) years relevant Accounting Experience
- Two (2) years at Supervisory level

**EDUCATION, KNOWLEDGE, AND CERTIFICATION REQUIREMENTS**

- Certified Accountant (e.g., ACCA, CPA, etc.) Professional Accounting Degree or equivalent qualification
- Knowledge of the Financial Services regulatory environment
- Knowledge of accounting software applications
- Computer Literacy – e.g., Microsoft Office (Excel, PowerPoint, Word)