

GAMBIAN BASED FIRM

JOB DESCRIPTION

FINANCE MANAGER

A leading IT, Energy, & Industrial firm based in The Gambia is looking for a Finance Manager. The firm supports clients both in The Gambia and across sub-region including corporates, banks, international organisations and government.

Job Level :	Senior
Industry :	IT, Energy, & Industrial
Employment Type :	Full-time
Job Position:	Finance Manager
Reports to:	Group Chief Executive Officer

JOB DESCRIPTION

SCOPE

The Finance Manager (FM) is head of Finance Team of Unique Group Co. Ltd. The primary responsibility for the job holder is to assist in maintaining the integrity of the group's financial and accounting processes through appropriate monitoring and oversight over the business processes. The holder will also coordinate the financial reporting, business planning and budget management functions.

RESPONSIBILITIES

- Manage the day to day accounting activities by ensuring adherence to the organisational rules and regulations, and statutory compliance
- Ensure that the financial records are accurate and adequately documented at the end of every reporting period.
- Review all financial and accounting processes and ensure alignment with best practice.
- Prepare and manage the annual budgets
- Assist in projections, control and execution of business strategies and plans
- Prepare periodic financial statements, including profit and loss accounts, budgets, cash flows, variance analysis and commentaries
- Preparation of monthly and quarterly accounts for tax purpose
- Monitor and implement cost reduction opportunities for the company

- Oversee Accounts Payable and Accounts Receivable and ensure a disaster recovery plan is in place by managing the debtors and creditors list
- Submission of monthly and quarterly reports, including Bank reconciliations, as well as financial statements and cash flow projections.
- Monitor banking activities of the organization and establish effective working relationships with the professionals such as bankers, auditors or statutory organizations.
- Oversee the management and coordination of the financial reporting activities of the group.
- Train the Finance Unit and other staff on raising awareness and knowledge of financial management matters. (To promote succession planning).

KNOWLEDGE, SKILLS & ABILITIES

Knowledge

- A Bachelors degree in Business and Accounting or Diploma level 3 in AAT/ACCA or equivalent. (Masters Degree is an Advantage)
- Computer literate (MS Excel, Word, PowerPoint, Project, Internet)
- A minimum of 5-years post qualification work experience in a reputable company preferred.
- Mastery of FINEx, QuickBooks, or similar accounting software.

Skills

The incumbent must demonstrate the following skills:

- Accounting & bookkeeping skills
- Supervisory skills
- Good Interpersonal skills required in liaising with people at different levels
- Team-building skills
- Analytical & problem-solving skills
- Decision-making skills
- Effective presentation and communication skills
- Time management Skills
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at highly proficient level.

Personal Attributes

- be honest and trustworthy
- be respectful
- be flexible
- demonstrate sound work ethics
- Self-motivated, Hardworking, resourceful, team player.

How to Apply

Interested candidate should send their CV and cover note to financejobs@igbusinessandfinance.com for not later midnight **25th July 2020**