



JOB DESCRIPTION

Position Title	Manager Treasury & General Accounting
Department	Finance
Type of Position	Regular

POSITION DESCRIPTION

The incumbent will be responsible for all commercial and financial aspects of the business through best practices, continuous improvement & staff development. The role will also entail establishment of financial status by implementing systems for collecting, analyzing, verifying & reporting information.

DUTIES AND RESPONSIBILITIES

- ✓ Manage and oversee the daily operations of the accounting departments such as A/P, A/R, outgoing, JE, check runs, fixed asset activity and monthly closure of accounts
- ✓ Conduct regular reviews of business contracts to ensure supplier obligations are being met and the organization is receiving maximum value from the contracts
- ✓ Ensure the organization meets its compliance obligations under relevant laws and the requirements of regulatory authorities. Along with the compliance of financial and management accounting information with all statutory requirements
- ✓ Monitor and analyze accounting data and produce financial reports or statements
- ✓ Establish and enforce proper accounting methods, policies and principles
- ✓ Provide support to auxiliary schedules for closing purposes as per assigned tasks
- ✓ Forecast cash flow positions, related borrowing needs and funds available for investment
- ✓ Forecast daily cash requirements and execute financing decisions
- ✓ Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- ✓ Monitor and manage the organization's bank relationships and liquidity management
- ✓ Manage foreign currency exposure and foreign currency payments
- ✓ Monitor the activities of third parties handling outsourced treasury functions on behalf of the organization
- ✓ Advise, Management on the liquidity aspects of its short and long range planning
- ✓ Maintain a system of policies and procedures that impose an adequate level of control over treasury activities
- ✓ Liaise with auditors, lawyers, tax advisers, bankers and shareholders; attend meetings and represent the organization
- ✓ Improve systems, procedures and initiate corrective actions
- ✓ Assign projects and direct staff to ensure compliance and accuracy
- ✓ Establish & maintain fiscal files and records to document transactions

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ ACCA Qualified / CA (Part Qualified) / MBA Finance / ICMA Qualified
Required Experience	✓ 6 – 8 years of Accounts & Treasury experience ✓ Articles from Big 4 Audit Firm ✓ Understanding and experience of treasury accounting which includes FX, liquidity, cashflow and various financial instruments ✓ Knowledge of banking relationships and covenants



REQUIRED JOB COMPETENCIES		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication Skills	High
2.	Time Management	High
3.	Advanced Excel	High
4.	Business Writing Skills	High
5.	Managerial Skills	High