



JOB DESCRIPTION

Position Title	Manager Treasury & General Accounting
Department	Finance
Type of Position	Regular
Gender Preferred	Females are encouraged to apply

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:

<ul style="list-style-type: none"> ✓ 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

REQUIRED JOB COMPETENCIES

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

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"> ✓ ACCA Qualified / CA (Part Qualified) / MBA Finance / ICMA Qualified
Required Experience	<ul style="list-style-type: none"> ✓ 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