



**GENERAL MANAGER FINANCE & CORPORATE SERVICES**

**JOB DESCRIPTION**

<b>Job Title:</b>	General Manager, Finance & Corporate Services	<b>Division</b>	Financial & Corporate Services
<b>Reports To:</b>	Chief Executive Officer	<b>Based At:</b>	Head Office
<b>Job Purpose</b>			
Strategic overview for the company's support services within regulatory and statutory framework assuming responsibility for developing the optimal structure and policies to ensure the objectives of the financial and corporate service support the company's long-term strategic focus.			
<b>Key Accountabilities and Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Contributes to the preparation of the Company's annual strategic plan, corporate objectives, in consultation with the Chief Executive Officer and other General Managers/Managers.</li> <li>• Oversees and guides all financial, accounting and auditing activities of the company.</li> <li>• Manages the company's finances and investment portfolio.</li> <li>• Assists in the preparation of proposals, business cases and PSIP for request and release of funds.</li> <li>• Advises the CEO on financial, IT issues.</li> <li>• Prepares and manages the annual plan and budget for the Support Services Division ensuring no more than 10% variance in expenses and develops contingency plans where necessary.</li> <li>• Supervises and coordinates the preparation and timely submission of division budgets. Responsible for monitoring budgets, reporting and controlling variances.</li> <li>• Responsible for policy development for the division and ensures adherence to policies, procedures and general company rules and regulations.</li> <li>• Leads and directs the support services to ensure the achievement of strategic long and short-term objectives and all statutory and customer obligations.</li> <li>• Collaborates on the development, implementation, and maintenance of an efficient Human Resource Information System.</li> <li>• Collaborates with the Operations department to design the flow of work, process maps, and quality control measures for the division.</li> <li>• Manages the performance of the unit and ensures that performance appraisals are completed within set deadlines.</li> <li>• Develops the Finance and Audit Policy Manual, and collaborates on the development of the Procurement Manual, and IT Administration Manual, and ensures that all stakeholders are in possession of copies.</li> <li>• Oversees the procurement of goods and services. Ensure adherence to Procurement procedures.</li> <li>• Implements and ensures adherence to all policies.</li> <li>• Manages the performance of data processing applications, IT systems and equipment</li> <li>• Submits monthly reports to the CEO on the performance of the Division.</li> </ul>			

- Maintains appropriate levels of office provisions, manages and monitors the distribution of supplies and implements measures to reduce wastage.
- Responsible for minimizing revenue loss and assisting in the development of procedures to stop-gap revenue loss.
- Conducts monthly divisional and head-of-department meetings for effective and efficient operation of the division and responds appropriately to departmental management reports.
- Submits monthly strategic reports to the Chief Executive Officer.
- Manages general housekeeping for the company and administrative support services.
- Leads the negotiation of major supply contracts and manages the procurement process.
- Liaises with the relevant Ministries and ministry officials as required to drive timely releases of funds.
- Represents the Company at local and international meetings as required.
- Any other duties as assigned by the Chief Executive Officer.

**Qualification and/or Experience** (*knowledge and skills required to perform the job*):

**Critical:**

- Chartered Accountant
- Masters Business Administration
- A minimum of ten (10) years post-qualification experience in a similar position
- Financial and budgetary expertise and a proven track record of business experience
- Experience and or knowledge of procurement processes/laws
- Knowledge of local statutory regulations including SEPMM
- Working knowledge of Information Technology systems and applications
- Experience in managerial and administrative functions
- Any other equivalent combination of qualifications and/or experience

**Important:**

- Ability to motivate and lead a cross-functional team of professionals.
- Deadline and results-oriented
- Excellent interpersonal and communications skills
- High level of accuracy, detail-oriented
- High level of integrity and ethical behavior
- Critical thinking