

JOB DESCRIPTION

Finance Manager

Department: HR

Date: 21. 07. 2022



POSITION INFORMATION	
JOB TITLE	Finance Manager
BUSINESS UNIT	Finance

REPORTING STRUCTURE			
REPORTS TO	▪ CEO		
DIRECT REPORTS	▪ Accountant	▪ Senior Accountant	▪ Junior Accountant

CROSS WORK RELATIONS	
INTERNAL RELATIONS	▪ All departments
EXTERNAL RELATIONS	▪ External Vendors, suppliers, service providers, Banks, external auditors, legal accountants.

OBJECTIVE(S) OF THE POSITION
<ul style="list-style-type: none"> ▪ Set the finance department strategy, and policies and procedures, ensure efficient operational financial activities and subsequently provide advice and guidance to upper management on future financial plans to enable the CEO to make sound business decisions hence, meet the organization's objectives.

DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> ▪ Set the functional strategy of the Finance, including strategic objectives, initiatives, and KPIs and targets, and cascade them down to the department teams. ▪ Develop the annual operational plan and budget of the department in light of the approved strategic objectives, and submit periodical status reports of their progress on a regular basis. ▪ Lead the development of department process manuals, and ensure all processes and procedures are updated, communicated, and complied to by the concerned teams, in coordination with the Quality Assurance Department. <p>Financial Planning and Budgeting:</p> <ul style="list-style-type: none"> ▪ Set long-term and annual financial department objectives in alignment to the organization strategy, and cascade them to the supervised teams. ▪ Establish the finance policies, clarifying roles and authorities for essential financial management activities and decisions, ensuring adherence to set policies and procedures. ▪ Conduct thorough financial analysis to identify and advise on investment opportunities and approaches, in a way that ensures serving the organization's strategy.

- **Lead** the budget planning process with the department heads, and oversee the actual expenditures vs. budget plans, ensuring optimum utilization of the financial resources.
- **Review** and **analyze** costs, pricing, and variable cost factors to evaluate and identify cost-reduction opportunities and set recommendations accordingly.
- **Align** with other departments, discussing organization strategic plans and agreeing on future paths.
- **Review and ensure** the on-time and correct issuance of the monthly & quarterly financial statements, transaction reports and final accounts.

Accounting:

- **Manage** the timely issuance of financial statement, reports and final accounts within his/her team.
- **Oversee** the efficient daily operations and procedures related to bank relations, treasury, cash flows and financial movements and ensure proper application and on the spot problem solving.
- **Review, manage** financial reports and interpret financial information to managerial staff while recommending further courses of action.
- **Ensure the efficient management of** clients' payable accounts, payments, advances and invoices and **follow up** an updated register in the accounting ledger and financial documents.
- **Oversee** client accounts stance in coordination with the department heads, to prepare periodical receivables' plan that illustrates customers' stance and the desired short- and long-term collection targets.
- **Oversee** suppliers/ vendors/ service providers' accounts, completion of all financial documents, ensure team is handling purchase orders with all its procedures properly.
- **Manage** the finance department smooth operations; ensure proper and regular update of general ledger accounts, filling systems, and financial transactions compliance.
- **Lead** the payroll process in accordance to the HR instructions.
- **Manage** and approve operational taxes-related (salary, income taxes on behalf of vendors and suppliers).

Auditing:

- **Set, manage and follow up** on all legal aspects of business operations in the organization to ensure compliance to local protocols.
- **Manage** efficient external auditing process while ensuring effective implementation and observation in due time.
- **Oversee** internal inspection and audit of public and private entities and, ensure constant compliance with financial policies through continuous scrutiny in a proper accounting manner.
- **Manage and approve** all the official and non-official reports concerning the internal and external audit operations, in coordination with the accounting team/legal accountant.

Corporate Responsibilities

- **Deliver** the assigned strategic initiatives as per the identified project requirements, and supervise team to ensure proper delivery of their assigned initiatives.

- **Act as the mentor and coach** for supervised teams, set their development objectives and plans, and provide continuous support, feedback, and advice to help team achieve their development objectives.

KEY COMPETENCIES

- Integrated Learning & Quality Focus.
- Communication and Networking.
- Planning and Focus on Results.
- Adaptability, and Dealing with Ambiguity.
- Writing and Reporting.
- Researching & analyzing and problem solving.
- Visionary & Strategic Thinking.
- Leading and Mentorship.
- Decision Making.

JOB QUALIFICATIONS

- Bachelor's degree in Finance or Accounting; advanced Financial Degree /CPA a plus.
- 7-10 Years of experience in accounting and/or financial analysis.
- Ability to synthesize large quantities of complex data into actionable information.
- Proficient in MS Office particularly in Excel.
- Good command of English and Arabic language (written and spoken).