

Job Description

Job Title	Finance Manager	Department	Finance
Job Type	Permanent	Location	Lagos
Job Objective	Effective and efficient management of the Account/Finance department.		
REPORTING RELATIONSHIPS			
Reports to	Director	Supervises	All treasury staff, financial analysts, Account Associates and cost accountants.
JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES			
Internally relates with	All Staff, Board of Directors, Committees	Externally relates with	Consultants, Clients, Government and Private Parastatals, Banks, Stakeholders
Job Specifications			
<p>Required Educational Qualifications</p> <ul style="list-style-type: none"> Bachelor's Degree in finance or accounting or equivalent business experience or related course from a reputable higher institution. Relevant finance/Account Certification is requisite Completion of National Youth Service Corps (NYSC) program <p>Others</p> <ul style="list-style-type: none"> Minimum of 6-8 years' work experience in a similar role Target focused with a drive to succeed Working knowledge of IT, MS Office and other accounting softwares 		<p>Abilities</p> <ul style="list-style-type: none"> Sound Judgement Ability to work under pressure and meet deadlines Ability to multi-task Strategic Thinking Quality Management Motivated Ability to work independently and as a part of a team and take on new tasks with high level of difficulty Think logically and clearly Self-driven <p>Skills</p> <ul style="list-style-type: none"> Excellent verbal, written, communication and interpersonal skills Strong Time management Strong analytical and financial skills Business and technology savvy (evidence of such abilities required) Strong Negotiation Skills Strong organisational skills Ability to work under pressure and meet deadlines Advanced Excel skills, ability to work with lookups and pivot tables Proficiency in Microsoft Word, Outlook and Power point Strong experience in income statement analysis 	
<u>Duties and Responsibilities</u>			
Management			
<ul style="list-style-type: none"> ➤ Maintain a documented system of accounting policies and procedures ➤ Manage financial outsourced functions ➤ Oversee the operations of treasury, including the design of an organizational structure adequate for achieving the set goals and objectives 			
Funds Management			
<ul style="list-style-type: none"> ➤ Forecast cash flow positions, related borrowing needs, and available funds for investment ➤ Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements ➤ Use hedging to mitigate financial risks related to the interest rates on the company's borrowings, as well as on its foreign exchange positions 			



- Maintain banking relationships
- Assist in determining the company's proper capital structure
- Arrange for equity and debt financing
- Invest funds and ensure returns
- Recommend appropriate dividend issuances, based on historical dividend patterns and expected cash flows

Budgeting

- Manage the preparation of the company's budget
- Report to management on variances from the established budget, and the reasons for those variances
- Assist management in the formulation of its overall strategic direction

Financial Analysis

- Engage in ongoing cost reduction analyses in all areas of the company
- Review the performance of competitors and report on key issues to management
- Engage in benchmarking studies to establish areas of potential operational improvement
- Interpret the company's financial results to management and recommend improvement activities
- Review company bottlenecks and recommend changes to improve the overall level of company output
- Participate in target costing activities to create products that meeting predetermined price goals
- Assist in the determination of product pricing in relation to features offered and competitor pricing
- Compile key business metrics and report on them to management
- Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis
- Create additional analyses and reports as requested by management

Critical Tasks

- Ensure accurate and timely management of all functions noted above
- Maintain and update knowledge/skills relating to Admin functions
- Ensure sensitivity and respect for the rights and privacy of patients, visitors and staff
- Maintain professional conduct in attitude and performance to ensure professional standards are maintained
- Protect operations by keeping information confidential.
- Collaborate with internal departments to prepare and present findings.

EMAIL	careers@rescuetl.com
EMPLOYMENT TYPE	Full Time (Evening and weekend work will be required as job duties demand)
SALARY	Industry standard (based on experience)
LOCATION	Lekki
HOURS	50-60 hours per week
START DATE	Immediate
PROBATION PERIOD	6 months
APPLICATION DEADLINE	
TRAVELLING	Frequent