

Terms of Reference for Finance Officer

Post: Finance Manager

Post Type: Permanent

Reporting relationship: Reporting to the CEO

Key tasks, responsibilities and deliverables:

- Establish and maintain adequate financial reporting system for the Corporation
- Ensuring that all record keeping and accounting routines are completed in accordance to generally accepted accounting principles (GAAP)
- Ensure that the Corporation is in compliance with local tax laws and other financial regulatory requirements
- Ensure preparation and presentation of monthly, quarterly and financial reports to the Management and Board
- Reporting of all the financial regulatory reports
- Provide MIS required by the Management
- Develop appropriate financial manual and other relevant SOPs that are required for operations of the Corporation
- Establishing appropriate internal controls and develop procedures to ensure effective accounting and control function
- Provide advice to the Management on risk management framework and fraud prudence
- Ensure that audits are completed in a timely manner and financial reports are presented as per Corporation's policies and financial regulatory requirements
- Maintain a future schedule of the Corporation's financial obligations and ensure that these are met before they are due.
- Contribute to the formulation of the annual budget including revenue forecast, disbursement requirements and expenditure requirements
- Manage the procurement of goods and services, and maintain record of all purchases.
- Safe keeping of cheque books, agreements and other sensitive documents
- Processing of payroll and pension contributions, disbursement of loans and expenditures of the Corporation
- Ensure appropriate mechanism is in place for collection of loan repayments
- Liquidity management and make suggestions to the management in formulating plans for maintaining adequate liquidity.
- Ensuring reconciliation of accounts of the Corporation
- Provide support on ad hoc requests as required by the Management.
- Proper record keeping and safeguarding of all fixed assets of the Corporation

Requirements

- MQA level 7 qualification in Accounting or ACCA, CIMA, or CPA (professional qualification)
- Minimum 2 year of professional work experience
- Experience in banking/financial sector will be an added advantage.
- Should be familiar with international financial reporting standards
- Should be a proficient user of MS Office software package
- Strong analytical, problem-solving and decision-making skills
- Excellent interpersonal and communication skills

Remuneration package

MVR25,000 (including all benefits)