



Archemics is recruiting a Finance Manager

Job Description:

The job incumbent shall be responsible to ensure the proper running of the Finance department of the company, by:

- ❖ Applying principles of accounting to analyse financial information and prepare financial reports and budget by compiling information
- ❖ Preparing monthly management accounts, dashboards, quarterly and annual financial statements
- ❖ Providing recommendations to strategically enhance the financial performances of the Company by ensuring that all necessary control measures are in place to have proper transparency of any transactions being effected
- ❖ Analysing the overall positioning of the organisations in relation to budget
- ❖ Supervising the Debtors and Creditors entry and ensures that payment are being prepared accurately
- ❖ Assisting external auditors/other regulatory bodies for quality and accuracy of accounts to produce statutory reports/surveys
- ❖ Completion of the Risk Register for the management of all risks in the Companies on a regular basis
- ❖ Ensuring that the treasury, tax and accounting functions operate at optimum level within the policies and guidelines set by the company

Profile of ideal candidate:

- ❖ Certified Accountant or a Chartered Accountant
- ❖ **A minimum of 7 to 10 years' experience in a similar field**
- ❖ Strong Financial Management and Negotiation skills
- ❖ Time Management and capacity to make quick but rational decisions
- ❖ Dynamic, good interpersonal & analytical skills, pro-active and detailed oriented

Employment Type: Permanent

Closing Date: 30 April 2019

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Archemics is an Equal Opportunity Employer.