

## FINANCE MANAGER

**JOB PURPOSE:** The Finance Manager is responsible for ensuring that EAMVL's finances are managed according to company policies and best practice in accounting/financial management. He/she manages all of the day-to-day financial processes of the company and contributes significantly to the development of the company's financial reporting, annual budgets, and financial management & control. He/she is also responsible for the preparation of the annual statutory accounts including application of relevant standards and liaison with the auditors. The Finance Manager provides direct support to non-financial team members - supporting budget holders to understand and manage their budgets effectively, and generally giving guidance where needed.

**REPORTS TO:** Managing Director

**SUPERVISES:** Accountant, Finance Officers

### SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps
<b>Strategic Management</b> Participate in the strategic level financial planning of EAMVL so as to ensure sufficient resources to accomplish strategic and tactical objectives	Participate in strategic & operational planning by providing personal expertise in financial management; interpret and execute all financial decisions made by the Board of Directors
	Lead the financial planning process for EAMVL ensuring a good match between plans and the availability of resources; provide guidance on pricing strategies
	Appraise proposed capital projects and investments, and make recommendations to Management and the Board
	Build strategic relationships with Board Members, major shareholders and other stakeholders whose trust and cooperation is necessary for EAMVL's success; act as point person for all financial enquiries
	Proactively lead research into strategic financial issues & global trends in order to fully understand the context within which EAMVL operates (present and future)
	Develop and manage a strong relationship with EAMVL's banks and or other financial institutions so as to contribute to the positioning of EAMVL in an advantageous standing for future business opportunities
<b>Accounting and Financial Reporting</b> Ensure the timely and accurate production of financial reports as required by Board, management,	Liaise with all stakeholders to understand the schedules and templates for financial and management reports; ensure that the ERP is set up to record necessary data and produce desired reports
	Ensure that the team are following financial policies, standards, and procedures, and inputting all required data on time and accurately
	Ensure that all required reports are generated, checked for accuracy, compliance with policy and professional standards, and submitted to stakeholders within the required timelines

<b>Area of Responsibility</b>	<b>Action Steps</b>
auditors, statutory bodies, and other stakeholders	Support internal and external audits, and/or queries from statutory bodies, providing all requested information and implementing any agreed corrective actions
<b>Analysis &amp; Advisory</b> Work closely with the department heads to provide accurate, timely and meaningful financial analysis and management information that enables Management to make effective financial decisions	Contribute to the development of the annual budgets by providing guidance to department heads: <ul style="list-style-type: none"> <li>• Provide costing analyses as requested</li> <li>• Ensure that annual budgets are entered into the accounting system to support subsequent reporting</li> </ul>
	Monitor spend against budgets and provide regular analysis to communicate status and highlight any areas of concern
	Review daily trial balance, monthly and annual financial statements, and ensure they are prepared in accordance with statutory, International Financial Reporting Standards, and set internal procedures
	Review all reconciliations on a monthly basis to ensure these are processed in a timely manner, accurately, and agree to the general ledger
	Respond to and provide advice on finance related queries from other departments
<b>Compliance</b> Ensure compliance according to EAMVL standards, policies and procedures in order to minimise risk	Develop procedures and routines that will ensure efficient and effective financial management, protection of assets, and a good standard of customer service provided by the finance team
	Monitor the performance of existing policies, systems and procedures in order to identify improvement needs and taking corrective action as appropriate
	Ensure that EAMVL staff are empowered to follow procedures and work according to best practice; ensure clear communication, provide guidance and coordinate training
	Contribute to the development of contracts; ensure that EAMVL's financial interests are protected
	Ensure that policies, procedures and systems will result in compliance with the Laws of Uganda and Board requirements; ensure financial compliance with: <ul style="list-style-type: none"> <li>• EAMVL policies</li> <li>• Tax regulatory requirements (withholding tax, PAYE, etc.)</li> <li>• Professional standards (IFRS, IAS, etc.)</li> </ul>
<b>Financial Administration</b> Ensure that routine financial administration is carried out in accordance with good accounting practice	Oversee the management of inventory at all times (consumables and fixed assets); ensure the accuracy of EAMVL's fixed asset register
	Ensure that financial records (both system and physical) are adequately maintained
	Provide team, staff, and suppliers with guidance and sensitisation on improved payment processes, accountability, and practices

<b>Area of Responsibility</b>	<b>Action Steps</b>
	<p>Oversee the disbursement of funds ensuring that accurate and timely payments are made to vendors, service providers, and other stakeholders; ensure that</p> <ul style="list-style-type: none"> <li>• All payments and funds are disbursed accurately and on time, and that the general ledger and sub ledgers are updated</li> <li>• Payroll costs are appropriately planned, allocated, and processed in a timely and accurate manner</li> <li>• All matters relating to tax reporting and payments are made accurately and in time</li> </ul> <p>Oversee the management and monitoring of incoming funds in a timely and accurate manner; ensure</p> <ul style="list-style-type: none"> <li>• All expected income and all receivables are scheduled in the financial system in a timely and accurate manner</li> <li>• Monthly monitoring of receivable reports and analysis to facilitate timely collections from clients</li> <li>• Invoicing and/or fund requests are made in accordance with the agreed schedule</li> <li>• Monthly reconciliation of the expected versus actual income</li> </ul>
<p><b>Team Leadership</b></p> <p>Lead the Finance Team in a manner that empowers them to add value to EAMVL and deliver high standards of performance</p>	<p>Communicate to the Finance Team a clear and exciting vision for the work of EAMVL and the importance of their personal contribution</p> <p>Ensure the team is resourced with the expertise necessary to deliver on strategy through a combination of recruitment and management of staff, and procurement of consultants when required</p> <p>Plan and organise the work of the team to accomplish strategic goals and targets in the most cost-effective and impactful manner possible</p> <p>Ensure that each team member is provided with clarity concerning expectations; provide training, coaching and accountability to support them in achieving results and delivering required standards and behaviour</p> <p>Notice and cultivate talent; ensure delivery of an engaging leadership style that motivates team members and encourages high performance</p>

**And other duties as requested by the Managing Director**

## REQUIREMENTS OF THE ROLE

### **Educational Qualifications:**

- A Bachelors' Degree in; Commerce or Business Administration or a related field majoring in accounting
- A Masters' Degree in business/finance or a related field is an added advantage
- Professional membership with ACCA/ICPAU/CIMA

### **Job related experience and knowledge:**

- 5-7 years of progressive financial management experience in medium to large-sized businesses
- 4+ years in manufacturing preferred
- Sound background in developing and implementing financial controls and processes
- Demonstrated ability to streamline business operations that drive growth and increase efficiency and bottom line profit.
- Extensive knowledge of international financial reporting standards and other accounting best practice
- Strong competence in tax management and reporting for medium to large sized companies
- Comprehensive background in budgeting and forecasting for a medium to large sized enterprise.
- Proficiency in MS Office, as well as a computerized financial management system
- Strong attention to detail
- Supervisory and people management experience
- Proven ability to successfully work as a team member and to build and maintain a positive work environment across the organisation
- Excellent communication skills (oral and written)
- Comprehensive knowledge and experience in setting up, implementing and Managing an SAP ERP systems.

## SIGNATURES

<b>Name of Job Holder:</b>	<b>Signature(s):</b>	<b>Date:</b>

<b>Name of Supervisor:</b>	<b>Signature(s):</b>	<b>Date:</b>