

Job Description

Job Title: FINANCE Manager Highlands & Momase	Employer: Telikom Limited
Job Code: JD - FMHM	Job Grade:
Department: Finance	Job Location: LAE
Revision Date: 12/03/2024	Equal Employment Employer

Job Summary

As a Finance Operations Manager, you will play a pivotal role in overseeing and managing financial activities within Telikom. This role requires a strong background in finance, excellent analytical skills, and the ability to lead a team. You will be responsible for optimizing financial processes, ensuring compliance with regulations, and contributing to the overall financial health and efficiency of the company.

Main duties/ responsibilities include;

- Develop and implement financial models to analyze and forecast financial performance.
- Provide insightful analysis of financial results to senior management, highlighting key trends and areas for improvement.
- Collaborate with various departments to gather relevant data for budgeting and forecasting.
- Lead the annual budgeting process, working closely with department heads to establish financial targets and objectives.
- Monitor and analyze budget variances, providing recommendations for corrective actions as needed.
- Develop and maintain a rolling forecast to provide real-time insights into financial performance.
- Prepare and present accurate and timely financial reports to internal and external stakeholders.
- Ensure compliance with accounting standards and regulatory requirements in all financial reporting.
- Monitor and manage cash flow to ensure the organization's liquidity needs are met.
- Implement strategies to optimize working capital and reduce financial risk.
- Identify and assess financial risks, implementing strategies to mitigate and manage these risks effectively.
- Stay informed about changes in financial regulations and ensure compliance with applicable laws.
- Continuously assess and improve financial processes to enhance efficiency and accuracy.
- Implement automation and technology solutions to streamline financial operations.
- Supervise and mentor a team of finance professionals, fostering a collaborative and high-performing work environment.
- Provide guidance on complex financial issues and support professional development.
- Collaborate with vendors and negotiate favorable terms to optimize costs and improve vendor relationships.
- Monitor vendor performance and compliance with contractual agreements

Key Skills & Competencies

- Financial Analysis & Strategic Planning
- Budgeting and Forecasting
- Risk Management & Financial Reporting
- Cash Flow Management & Financial Modelling
- Regulatory Compliance
- Team Leadership & Communication Skills
- Negotiation Skills & Strategic Decision-Making
- Technological Proficiency
- Ethical Conduct & Continuous Learning

Reporting Relationships

The Finance Operation Manager reports directly to the Chief Finance Officer HQ Telikom Rumuna.

Qualification/ Experience/Attributes

- Bachelor's degree in Finance, Accounting, or related field; Master's degree or professional certification (CPA) is a plus.
- Proven experience as a Finance Manager or similar role.
- Strong understanding of financial principles, accounting standards, and financial regulations.
- Excellent analytical, problem-solving, and decision-making skills.
- Proficient in financial modeling and forecasting.
- Advanced knowledge of financial software and ERP systems.
- Strong leadership and interpersonal skills.
- Effective communication skills, both written and verbal.
- Ability to work collaboratively across departments.
- Detail-oriented and results-driven.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization