

**OVERVIEW & JOB OBJECTIVE**

<b>Job Title</b>	Chief Financial Officer	<b>Grade Level</b>	SG 11 – SG 14 (MGR I – AGM II)	<b>Location</b>	Lagos, Head Office
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The purpose of this job shall be to:

- Driving the company's financial planning
- Performing risk management by analyzing the organization's liabilities and investments
- Deciding on investment strategies by considering cash and liquidity risks

**REPORTING RELATIONSHIPS**

<b>Reports to</b>	Managing Director	<b>Supervises</b>	Finance Team
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**JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES**

<b>Internally Relates with</b>	<ul style="list-style-type: none"> <li>• Head Business Development</li> <li>• Head Contracts Management</li> <li>• Head Human Resources &amp; Administration</li> <li>• Deputy Managing Director</li> </ul>	<b>Externally Relates with</b>	<ul style="list-style-type: none"> <li>• Banks</li> <li>• Regulatory Agencies</li> <li>• Consultants</li> <li>• External Auditors</li> </ul>
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**PRINCIPAL ACCOUNTABILITIES & RESPONSIBILITIES**

<b>Planning</b>	<ol style="list-style-type: none"> <li>1. Assist in formulating the company's future direction and supporting tactical initiatives</li> <li>2. Monitor and direct the implementation of strategic business plans</li> <li>3. Develop financial and tax strategies</li> <li>4. Manage the capital request and budgeting processes</li> <li>5. Develop performance measures and monitoring systems that support the company's strategic direction</li> </ol>
<b>Operations</b>	<ol style="list-style-type: none"> <li>1. Participate in key decisions as a member of the management team</li> <li>2. Maintain in-depth relations with all members of the management team</li> <li>3. Oversee the financial operations of holding and subsidiary operations</li> <li>4. Oversee the company's transaction processing systems</li> <li>5. Implement operational best practices</li> </ol>
<b>Financial Information</b>	<ol style="list-style-type: none"> <li>1. Oversee the issuance of financial information</li> <li>2. Report financial results to the board of directors</li> </ol>
<b>Risk Management</b>	<ol style="list-style-type: none"> <li>1. Construct and monitor reliable control systems</li> <li>2. Ensure that the company complies with all legal and regulatory requirements</li> <li>3. Ensure that record keeping meets the requirements of auditors and government agencies</li> <li>4. Report risk issues to the board of directors</li> <li>5. Maintain relations with external auditors and investigate their findings and recommendations</li> </ol>
<b>Funding</b>	<ol style="list-style-type: none"> <li>1. Monitor cash balances and cash forecasts</li> <li>2. Arrange for debt financing and equity financing</li> <li>3. Invest funds</li> <li>4. Conduct Financial modelling for business profitability</li> </ol>

**KEY PERFORMANCE INDICATORS**

<b>Operational Targets</b>	<ul style="list-style-type: none"> <li>• Liquidity ratio must not to be less than 3.5:1</li> <li>• Treasury Management must guarantee a 5% return on average quarterly turnover</li> <li>• 100 Compliance to statutory obligations with up to date payment on Company Income Tax, PAYE, Withholding tax, pension etc.</li> </ul>
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- Monthly submission of Financial Reports to the MD based on agreed reporting schedule, to include analysis of agreed ratios and indices (ROE, ROI, Liquidity ratios, EPS etc.) to be submitted by 2nd Wednesday every month
- 100% Compliance with approved budget ensuring no budget overruns or extra budgetary expenses
- 100% update of all financial records on the company's Accounting Application

**PERSON SPECIFICATION**

Essential	Desirable
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**Knowledge/Experience/Technical Skills**

<p><b>1. Technical Knowledge/Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent knowledge and understanding of generally accepted accounting principles, practices and financial management.</li> <li>• Knowledge of financial, budgetary and accounting systems, methods and control procedures.</li> <li>• Possess a high level of written and oral communication skills.</li> <li>• MUST have previously overseen/facilitated a request and approval of corporate finance for an organization.</li> </ul> <p><b>2. Experience:</b></p> <ul style="list-style-type: none"> <li>• 10+ years of progressively responsible experience for a major company or division of a large corporation in a senior financial managerial position.</li> <li>• Should have experience in partnering with an executive team.</li> </ul>	
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**Qualifications**

<p>1. Master's degree in Finance or Business Administration          2. Must be a Certified Chartered Accountant          3. A first degree in Accounting, Business, Economics or related fields.</p>	<p>4. CFA Charter holder</p>
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**Behaviors**

<p>1. Results-oriented, strategic thinker and planner          2. Strong leadership and organizational skills          3. High level of integrity and dependability with a strong sense of urgency and results-orientation.</p>	
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**Other Requirements**

<p>1. Computer Literate: Excel, Word, Outlook          2. Good grasp of Accounting database and software package (NAVISION, SAP, QuickBooks etc.)</p>	
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**PHYSICAL REQUIREMENTS**

<b>Location</b>	Office Based <input type="checkbox"/>	Both Office & Field Based <input checked="" type="checkbox"/>	Field Based <input type="checkbox"/>
<b>Travel</b>	None <input type="checkbox"/>	0% - 30% <input type="checkbox"/>	31% - 60% <input checked="" type="checkbox"/>
<b>Work Cycle/Days</b>	Mondays – Fridays		

Resumes should be sent to [Financejobs@ht-limitedng.net](mailto:Financejobs@ht-limitedng.net)