



Job Description

Functional Title	Business Partner Finance Officer	Grade	OG-II to OG-I
Division	Finance	Function	Finance
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Manager Finance	Reporting (Dotted)	-

Position Summary:

A Finance Business Partner (FBP) acts as a strategic advisor, bridging finance and business units by providing financial insights, analysis, and guidance to drive informed decisions, improve performance, and achieve strategic goals, involving budgeting, forecasting, performance reporting, and collaborating closely with non-finance leaders to optimize efficiency and growth. Key duties include developing financial models, analyzing variances, identifying risks/opportunities,

Key Responsibilities:

- Strategic Partnership: Collaborate with department heads to align financial plans with overall business strategy.
- Financial Analysis & Reporting: Analyze financial data, trends, and variances (budget vs. actual) to provide deep insights.
- Budgeting & Forecasting: Lead planning, budgeting, and rolling forecasts, challenging assumptions and identifying drivers.
- Performance Management: Monitor KPIs, report on segment/product performance, and prompt corrective actions.
- Financial Modeling: Build models to simulate scenarios, forecast outcomes, and support strategic initiatives.
- Decision Support: Provide real-time financial advice, challenge thinking, and offer solutions for cost optimization and revenue growth.
- Process Improvement: Streamline financial processes and improve management information systems.





Job Description

Position Specification(s):

Minimum Qualification	Minimum Bachelors preferably Master
Experience	3-5 years in relevant Experience
Competencies Required:	Proficient with Microsoft Office,

Employee Name & Signature

Date:

Dept. / Div. Head (Sign & Stamp)

Date:

