



Job Description

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

Position Summary:

The Finance Officer (Reporting) is responsible for maintaining accurate financial records and preparing timely monthly, quarterly, and annual financial reports to support effective decision-making. The role manages budgeting activities, account reconciliations, and accounts payable/receivable, while ensuring compliance with applicable accounting standards, internal policies, and regulatory requirements. Leveraging strong analytical skills, attention to detail, and proficiency in financial systems, the Finance Officer (Reporting) analyzes financial trends, develops financial models, prepares financial statements, supports audit processes, and provides insights to leadership on organizational financial performance to safeguard and enhance overall financial health.

Key Responsibilities:

- Reporting & Analysis: Prepare accurate financial statements (P&L, Balance Sheet, Cash Flow), budget vs. actuals, and forecasts; analyze data to identify trends.
- Record Keeping: Maintain general ledgers, process transactions, reconcile accounts (bank, vendor), manage AP/AR, and oversee fixed assets.
- Budgeting & Forecasting: Assist in developing annual budgets and long-term financial projections.
- Compliance & Audit: Ensure adherence to accounting standards (IFRS), regulations, and assist with internal/external audits.
- Policy & Strategy: Help implement financial policies and provide financial insights for strategic planning.
- Systems: Utilize accounting software and digital tools for efficient operations.





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:

