



JOB DESCRIPTION

SENIOR FINANCE OFFICER

SRLF's Mission:

To provide loans for tertiary education at preferred rates and attractive terms in an efficient and caring manner for the advancement of the nation's human capital.

Title: Senior Finance Officer

Department: Finance & Administration

Reports to: Manager Finance & Administration

Supervises: N/A

FUNCTIONAL AUTHORITY

Exercises Functional Authority

Finance & Administration Unit

Receives Functional Authority

- Manager Finance & Administration
- Senior Manager Operations
- CEO

JOB SUMMARY

The Senior Finance Officer role involves managing the SRLF's financial records, preparing financial statements, ensuring compliance with accounting standards, and providing detail financial analysis of the SRLF's financial indicators. The incumbent also plays a pivotal role in cash management, forecasting and assisting with the management of the investment portfolio.

KEY FUNCTIONS

Financial Reporting & Analysis

1. Prepare and analyse the Income Statement, Balance Sheet, and Cash Flow on a monthly basis.
2. Assist with the preparation of management financials reports for submission to the Board inclusive of position papers on a monthly basis.
3. Prepare and analyse financial data and prepare related monthly, quarterly, yearly & ad hoc reports for various stakeholders as requested within stipulated deadlines.
4. Produce reports, visualizations and recommendations to assess performance and answer complex business problems that are presented in the most appropriate format to ensure clarity for the target audience.
5. Provide financial analysis and advice to management on the SRLF's financial results and the drivers affecting the financial and budgetary position of the SRLF to inform decision making.
6. Forecasting cash flow, optimizing cash positions, and managing liquidity to meet operational needs.
7. Assist with the preparation, administration and monitoring of the annual budget.

Investment & Treasury Management

1. In conjunction with the Manager, Finance & Administration develop and implement investment strategies to manage risk effectively and recommend appropriate investment instruments.
2. Update and keep current the SRLF's investment policy.
3. Manage the SRLF's customers' deposits, ensuring funds are invested to provide a satisfactory return while minimizing risk.
4. Prepare quarterly reports for management and the Board on all entities that the SRLF has investments with.
5. Develop and maintain strong relationships with financial institutions to secure favorable terms.
6. Assist in arranging banking facilities and keeping the SRLF's banking records current and accurate to ensure compliance.
7. Act as secretary and provide administrative support to the SRLF's Pension Trustees.
8. Prepare the SRLF's daily cash position and prepare monthly cash reports to ensure appropriate levels of liquidity.

Risk Management

1. Develop and maintain effective financial management controls to ensure that potential risks to the financial integrity of systems and processes are mitigated.
2. Assist with internal and external audits.

3. Ensuring adherence to financial regulations and reporting requirements.
4. Work together with the Manager Finance & Administration and other officers within Unit to optimise financial operations.
5. Assist with overseeing debt financing, managing the debt portfolio, and ensuring compliance with debt agreements.
6. Actively participate in the strategic planning process for the Finance & Administration Unit.

Administration

1. Process assigned payroll & pensions inclusive of paying all statutory deductions.
2. Assist with the SRLF's procurement process.
3. Assist with ensuring the accuracy of information within the Loan Management System.
4. Manage the SRLF' credit Cards and other expense accounts.
5. Any other related duties.

Liaise With

Internally:

- All staff

Externally:

- Representatives of institutional, governmental, regulatory, commercial institutions (e.g. banks)
- Suppliers of goods and services
- External Auditors

Key Results Areas/Performance Criteria

This job is satisfactorily performed when:

- ☐ Deadlines are met.
- ☐ Reports are relevant, reliable and accurate.
- ☐ Compliance with established policies and procedures is achieved.
- ☐ Confidentiality and integrity are maintained.
- ☐ Relationships with key stakeholders are maintained.

JOB REQUIREMENTS

Qualifications

- A bachelor's degree in Finance or Accounting or a related subject. A recognized accounting designation (ACCA, CGA, CPA, etc.)

Knowledge

- Public Finance Management Act (2019)
- International Financial Reporting Standards (IFRS)
- Procurement Act.
- Employment Rights Act
- SRLF Loan Fund Act.
- Accounting principles, practices and procedures
- ACCPAC and Micropay

Skills

- Excellent quantitative skills
- High proficiency in the use of Microsoft Office especially Excel
- Attention to detail
- Excellent analytical and problem-solving skills
- Excellent interpersonal skills
- Ability to train and coach
- Good time management skills
- Excellent management skills
- Highly self-motivated
- Deadline and results-driven
- Excellent oral and written communication
- Ability to work speedily and accurately under pressure
- Ability to work with minimal supervision.

Experience

- A minimum of four (4) years' relevant experience.

WORKING CONDITIONS

Effort – Physical

- Involves use of keyboard and looking at computer screens for extended periods.
- Moderate visual demand from viewing a computer screen.
- Standard office equipment, including photocopier, printer, adding machine, facsimile, shredder, scanner.

Working Environment

Normal office environment

Machinery/Equipment Used

- Standard office equipment, including photocopier, printer, adding machine,

facsimile, shredder, scanner and computer.

Mental Pressure

Normal mental pressure

Working Hours

- Non-shift
- 8 hours per day
- Maybe required to work overtime occasionally