

FINANCE MANAGER

Organisation Background

Creative Hub Africa provides a physical and virtual platform for nurturing creative business owners, leaders and creative builders with circular principles to contribute to the continent's circular and creative economy. We are committed to increasing access to Creativity, Innovation & Technology and transforming the communities we work in by making our creative innovative tech space accessible to all.

Mission

To enable creativity through Collaboration, Innovation and Circularity. We are committed to support entrepreneurs, startup (especially female led businesses) at every stage of their business. We are committed to create positive social and economic change, transforming the communities we work in by making our creative innovative tech space accessible to all.

Goal

Our goal is to provide an inclusive creative innovative tech space to help entrepreneurs, Startups and businesses succeed.

Currently we are looking to recruit for the following position:

Position Title: Finance Manager
Category: Full Time
Organisation: Creative Hub Africa
Location: Sierra Leone

JOB PURPOSE/SUMMARY

The Finance Manager will be responsible for managing the financial health of the organization in order to promote success and growth, while maintaining financial practices and monitoring and enforcing compliance with finance-related laws, procedures, and regulations such as tax filing and financial reporting. Duties will include financial planning to determine how to pay off liabilities and grow the business, reviewing financial documents to ensure tax-compliance, and collaborating with clients and partners to achieve monetary goals.

RESPONSIBILITIES:

- Perform financial management duties including setting up a financial management system, generating financial data, compiling and submitting reports, analyzing industry trends, and assessing the financial health of the company.
- Oversee the operations and development of the company's finance department including budgeting, recruiting, training, and conducting regular assessments of financial procedures.
- Supervise the preparation of quarterly and annual account reconciliations, monitor and enforce compliance with tax and financial reporting standards and assist with cash flow forecasting.
- Advise colleagues and executive management on decisions related to the company's finances.
- Supervise the documentation of the company's financial status and forecasts.
- Mediate between the organization, employees, stakeholders, shareholders and investors on financial issues for amicable resolution of differences.

- Create strategic business plans based on the analysis of the company's status and financial forecasts.

PERSON SPECIFICATION:

- Qualified Accounting professional, or Accountant actively working towards becoming a member of a professional body, such as ACCA or CIMA
- Proven experience in setting up and managing a financial management system
- Previous direct supervisory experience of professional and/or support staff
- Fluency in verbal and written English
- Ability to communicate effectively
- Ability to work under pressure and meet deadlines
- Honest and sincere
- Excellent interpersonal skills
- Assertive