



## **JOB DESCRIPTION- FINANCE MANAGER**

### **Job Brief:**

The Finance Manager is required to oversee accounts payable transactions, maintain accurate financial records, and ensure compliance with statutory requirements. You will analyse daily financial activities and provide strategic advice to management for future financial plans. Your responsibilities will include developing and implementing financial plans to support the company's growth and profitability, as well as monitoring financial performance and identifying areas for improvement.

### **Responsibilities:**

- Provide and oversee day-to-day financial and accounting procedures within the guidelines established by the Company.
- Provide comprehensive monthly, quarterly, and annual finance management reporting.
- Ensure the accuracy, completeness, integrity, and reliability of all financial information; Meet deadlines for reporting.
- Responsible for bank accounts and cash management, tax procedures, and capital expenditure.
- Ensuring proper day-to-day administration of the finance department.
- Manage receivables, credit terms with clients, and debts.
- Finalize accounts and audits- handle overall taxation matters, statutory audits, internal audits, company law, and other legal matters.
- Oversee company audits, including tax and year-end audits.
- Manage cash flow, including forecasting, actuals, and cash calls.
- Manage budget and plans realization, controls, updates, and follow-ups.
- Liaise with local statutory agencies regarding tax submissions, audit reports, etc.
- Ensure appropriate financial risk, accounting, and auditing policies and procedures are in place.
- Maintain relationships with auditors, banks, clients' financial representatives, and other stakeholders.
- Integrate head office and local financial systems.
- Provide advice for financial decision-making and manage the risk of financial loss.
- Involved in pricing of products.
- Drive continuous improvement of end-to-end accounting policies and practices.
- Liaise with the international finance team and report periodically to the international finance director overseas.
- Reporting periodically to international finance director overseas
- Undertake any other responsibilities assigned by the Managing Director.

## **Van Vliet Automotive Ghana Ltd.**

Official importer MAN Truck & Bus SE Germany



### **Key Skills:**

- Exceptional ability to manage time effectively and handle multiple tasks simultaneously.
- Keen attention to detail and adept problem-solving skills.
- Effective organizational and planning skills.
- Proven leadership and financial management abilities.
- Exceptional analytical and numerical skills with a high level of maturity, initiative, and ethical sense.
- Strong interpersonal and communication skills with the ability to build strategic relationships.
- Ability to handle sensitive information confidentially and without compromise.
- Excellent computer proficiency, particularly in finance software and MS Office applications.

### **Requirements:**

- Advanced proficiency in MS Office applications.
- Proven work experience, domain knowledge and expertise in financial management and corporate accounting with minimum 5 years of experience
- Minimum bachelor's degree in finance or accounting.
- Fully qualified accountant (ICA-Ghana, ACCA, CIMA, or equivalent).