

# **Job Description**

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Job Title Job Location Category

Chief Finance Officer Mombasa -

Job Type Job level Industry

Full Time Director / CXO Logistics & Operations

Open to Expatriates

Open to Expatriates & Local Nationals

#### **Minimum Requirements**

Min Budget Max Budget Primary Industry

- Logistics & Operations: 7 Years

Secondary Industry Primary Category Secondary Category

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Certificate Qualification

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### Summary

The Chief Financial Officer will direct and oversee the financial activities of the corporation, direct the preparation of current financial reports and summaries, and create forecasts predicting future growth.

#### Responsibilities

- Assist in formulating the company's future direction and supporting tactical initiatives
- · Monitor and direct the implementation of strategic business plans
- · Develop and implement financial and tax strategies
- · Develop and implement financial policies, procedures and systems
- · Manage the capital request and budgeting processes
- · Develop performance measures and monitoring systems that support the company's strategic direction
- Participate in key decisions as a member of the executive management team
- · Manage the accounting, legal, tax, and treasury departments in collaboration with Management team
- Manage any third parties to which accounting or finance functions have been outsourced
- Setup and Oversee the company's transaction processing and accounting systems
- · Implement operational best practices
- · Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package
- · Oversee the issuance of financial information Personally review and approve all filings with local authorities
- · Preparation of financial reports
- · Report financial results to the board of directors
- Develop and implement a risk management system.
- Monitor all open legal issues involving the company, and legal issues affecting the industry
- · Construct, implement and monitor reliable control systems
- Maintain appropriate insurance coverage
- Ensure that the company complies with all legal and regulatory requirements
- Ensure that record keeping meets the internal, audit and regulatory requirements
- Report risk issues to the board of directors
- Maintain relations with external auditors and investigate their findings and recommendations
- · Monitor cash balances and cash forecasts
- Manage Foreign exchange risk
- · Arrange for debt financing and equity financing
- · Maintain banking relationships.
- In depth knowledge of shipping and corporate clearing and forwarding business

· Previous experience in financial management with a Shipping line

#### **Education & Qualifications**

- · CPA is a strong advantage
- BSc/BA in Accounting, Finance or relevant field; MSc/MBA is a plus

## Requirements

- In depth knowledge of corporate financial law and risk management practices
- Proven experience of minimum 5-7 years as CFO, Finance manager, Finance Officer, or relevant role.
- Strong knowledge of IRFS reporting
- Excellent knowledge of data analysis and forecasting methods
- Proficient in the use of MS Office and financial management software (e.g. EXACT, SAP, TALLY, Quickbooks)
- · Ability to strategize and solve problems
- · Strong leadership and organizational skills
- · Excellent communication and people skills
- · An analytical mind, comfortable with numbers
- · Previous experience dealing with Revenue Authorities and other logistics industry regulatory bodies
- · Kenyan Nationality
- · Fluent in English and Swahili

## **Reporting To**

Chief Executive Officer

## **Driving Licence**

Not Required

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