

Position Description: Chief Financial Officer (CFO)

Basic Function: The chief financial officer position is accountable for the administrative, financial, and risk management operations of the company, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results.

Principal accountabilities are:

Planning

- Manage the capital request and budgeting processes
- Assist in formulating the company's future direction and supporting tactical initiatives
- Monitor and direct the implementation of strategic business plans
- Develop financial and tax strategies
- Develop performance measures that support the company's strategic direction

Operations

- Manage all the company's financial transactions through the company ERP system
- Participate in key decisions as a member of the executive management team
- Maintain in-depth relations with all members of the management team
- Manage the accounting, investor relations, legal, tax, and treasury departments
- Oversee the financial operations of subsidiary companies and foreign operations
- Manage any third parties to which functions have been outsourced
- Oversee the company's transaction processing systems
- Implement operational best practices
- Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package
- Supervise acquisition due diligence and negotiate acquisitions

Financial Information

- Oversee the issuance of financial information
- Personally review and approve all Form 8-K, 10-K, and 10-Q filings with the Securities and Exchange Commission
- Report financial results to the board of directors

Risk Management

- Understand and mitigate key elements of the company's risk profile
- Monitor all open legal issues involving the company, and legal issues affecting the industry
- Construct 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 requirements of auditors and government agencies
- Report risk issues to the audit committee of the board of directors
- Maintain relations with external auditors and investigate their findings and recommendations

Funding

- Monitor cash balances and cash forecasts
- Arrange for debt and equity financing
- Invest funds
- Invest pension funds

Third Parties

- Participate in conference calls with the investment community
- Maintain banking relationships
- Represent the company with investment bankers and investors

Human Capital Management

- Manage departmental staff and ensure they have training required to fulfil their tasks and build their careers
- Maintain team work and meritocratic environment that is compliant with the United Nations 17 Sustainable Development Goals
- Develop development plans for each staff member

Desired Qualifications:

The candidate for Chief Financial Officer should have a master's degree in accounting or business administration, or equivalent business experience and 10+ years of progressively responsible experience for a major company or division of a large corporation.

The candidate should have experience in partnering with an executive team, and have a high level of written and oral communication skills.

Preference will be given to candidates with an MBA in Finance and the Certified Public Accountant or Certified Management Accountant designations.

All Grades – must be disclosed in secondary, graduate and post graduate education.

Additional Qualifications:

The Candidates experience and academic record are paramount – the candidate does NOT need to have had international experience.

Working Conditions:

Candidate will live and work in Nigeria.

Remuneration:

N1,800,000 to N3,000,000 per month