



BIRDC- Job Description	
Job Title:	Director of Finance
Reporting Line:	Board of Directors/Managing Director
Job Grade:	Job Level II
Job Station:	Kampala

Job Purpose / Summary

The primary role of this job is to formulate and implement the BIRDC financial strategy, financial modelling, managing BIRDC policies and being responsible for the flow of all information to the CEO, BMC, Financers, stakeholders and Government.

Duties & Responsibilities

Formulating and implementation of business strategies and plans

- Formulation of annual budgets and targets.
- Lead and manage the budgeting process.
- Review and investigation of budgetary variances and setting recovery plans.
- Overall responsibility for achievement of financial performance.
- Capital expenditure – evaluation and preparation of submissions.

Reporting

- Ultimate responsibility for the preparation and presentation of annual financial reports in compliance with International Financial Reporting Standards - IFRS.
- Preparation and presentation of monthly written business and financial commentaries for BMC.
- Preparation and presentation of monthly, quarterly and annual Reports.
- Responsible for statutory and regulatory reporting.

Overall control of Finance Function

- Lead and develop the finance team.
- Control of all financial transactions, accountancy matters and tax compliance.
- Developing Financial Models.
- Performing financial risk management and monitoring reviews including insurance.
- Support business expansion strategies by forecasting and assessing the financial impact of key decisions.
- Manage the external audit process for financial statements; ensure that BIRDC is in compliance with internal policies and relevant regulations
- Ensure that systems and controls are in place to minimize and mitigate risk of fraud/leakage, as well as proactively audit key functions and accounts.
- Build and develop systems - set up highly efficient financial systems that take into account the highly technical payment, cash management, payroll and financial operating systems

of BIRDC. These systems need to be highly efficient or automated, data-driven, transparent and appropriate for emerging market conditions

- Develop financial and non-financial key performance indicators and the appropriate reporting to assess financial and operational performance across BIRDC.

Corporate Finance and Treasury Management

- Managing capital requirements.
- Plan and manage long term debt obligations.
- Hedging foreign currency exposure.
- Investment of excess cash.
- Formulating and negotiating payment arrangements for high value long term contracts with a view to minimizing associated risks and costs.
- Overall cash management on an on-going basis.
- Manage relationship with the banks.

Qualifications, Experience & Competencies

- Bachelor's degree in the accounting or finance field
- Qualified Accountant – ACCA or CPA.
- Master's within accounting or finance field.
- Strong background in financial management (systems) with a thorough understanding of financial regulations.
- Excellent written and verbal communication skills.
- Good interpersonal skills. Self-motivated and able to support and motivate others. Comfortable working virtually with team members. Ability to work in a multi-cultural environment.
- Advanced Spreadsheet, PowerPoint, MS Word, and computerized accounting (ERP) skills
- Strong planning and organisational skills. Comfortable multitasking and handling cross-function tasks.
- A high level of integrity and reliability. Able to work and deliver under pressure, and strong analytical and numeric skills
- Keen analytical and financial sense that facilitates thought out, decisive, decision making
- (10) years of pertinent experience as a director of finance or a similar
- High level leadership and organizational skills

Performance Indicators

- Financial forecasts are delivered with consistency and relative accuracy (within reason)
- Current investment portfolio is well managed, with new, profitable investment activities being consistently sought after
- Contingency plans are well formulated based on the financial reports, and are duly carried out
- The financial position of the organization is consistently improving, and if otherwise, correct action to improve performance is taken
- Accounting and financial protocol are well understood and adhered to by all subordinates within the accounting and financial department
- The company is routinely audited in accordance with protocol and any inconsistencies

removed or addressed

- Objectives set for the financial and accounting firm are met with consistency, and redrawn if difficulty achieving them is perceived