# CHIEF FINANCE OFFICER

**Reports to**: Chief Executive Officer

### Job Purpose:

The Chief Financial Officer is responsible for maximizing the return on financial assets by establishing financial policies, procedures, controls and reporting systems. He/She also oversees cost and general accounting, accounts receivable/collection and payroll and risk management.

Working alongside the COO, the CFO will not only be an exceptional accountant and hands-on with company finances but will also be commercially aware, advising on the best path of growth for the business.

The CFO has overall control and responsibility for all financial aspects of company strategy and is expected to analyse figures and implement recommendations based on these findings, with the most profitable outcomes.

In managing and leading a team through month end, year end and annual budgeting, the CFO must have excellent communication skills with all levels of staff, often having to work with various departments to help them plan and manage their own budgets. The CFO is also the chief financial spokesperson for the organization.

As the company goes through cycles of change and growth, the CFO is critical, coordinating corporate finance and managing company policies regarding capital requirements, debt, taxation, equity and acquisitions as appropriate.

The ideal candidate is commercially astute, articulate, technically strong, dynamic, insightful and an influential leader with the ability to operate at both strategic and operational levels.

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| **Key Roles & Responsibilities** | |
| **Strategy and Planning**   * Assess the financial health of the group and subsidiaries (financial management and operations) and identify opportunities for improvement, cost reduction, and systems enhancement * Contribute fully to the development of company strategy across all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans, targets and business drivers. * Project acquisition and expansion prospects as well as the long-term financial picture of the company * Study, analyse and report on trends, opportunities for expansion and projection of future company growth * Create and improve on performance measures that support the overall company’s strategy * Provide advisory services to the CEO and CFO on investment and financing decisions   **Accounting and Financial Reporting**   * Oversees all company accounting practices, including accounting departments, preparing budgets, financial reports, tax and audit functions. * Ensure timely and accurate preparation of budgets and financial reports for the group and subsidiary * Ensure that company financial systems are robust, compliant and support current activities and future growth. * Ensure effective internal controls are in place and ensure compliance with IFRS, GAAP and other applicable federal, state and local regulatory laws and rules for financial and tax reporting. * Implement continuous financial monitoring and control systems to monitor the financial performance of all the businesses with regards to adherence to the budget, the expenditures, the income, the cost of operations etc.   **Audit and Compliance**   * Ensure that the regulatory requirements of all statutory bodies are met. * Prepare all supporting information for the annual audit and liaise with the external auditors as necessary   **Treasury**   * Take ultimate responsibility for the company cash management policies. * Monitors cash balances and cash forecasts, arranges for debt and equity financing, invests funds and maintains the company’s loan portfolio.   **Investor Relations**   * Present annual accounts to investors. * Establish a high level of credibility and manage strong working relationships with external parties including customers and advisors. * Develop and maintain relationships with banks, investment bankers and investors   **Corporate Finance and Fundraising**   * Manage company policies regarding capital requirements, debt, taxation, equity, disposals and acquisitions, as appropriate. * Establish and execute programs for the provision of capital required by the company, including   + Negotiate the procurement of debt and equity capital and maintaining the required financial arrangements and develop alternative ways in which financial requirements can be satisfied   + Coordinate the long-range plans of the company, assess the financial requirements implicit in these plans, accumulate capital to fund expansion and recommend strategies to optimize economic value creation in collaboration with the COO.   **Risk Management**   * Understand and mitigate key elements of the company’s risk profile * Ensure that the company complies with all legal and regulatory requirements * Maintain relations with external auditors and investigate their findings and recommendations * Construct and monitor reliable control systems * Arrange for debt and equity financing   Any other duties as assigned by the CEO | |
| **Qualifications, skills and Knowledge** | |
| * Accounting / Finance background; CFA and/or MBA preferred * Good knowledge of accounting, corporate finance, treasury, financial control, etc. * Sound knowledge of GAAP and good corporate governance practices * Knowledge of capital flows and the Nigerian PE/VC ecosystem * Knowledge of government regulations (tax, financial reporting etc.) * Minimum 8 years in finance role; experience in multiple finance functions preferred. * Minimum 3 years’ managerial experience * Experience in investment banking, private equity/venture capital or a conglomerate, is preferred | * A strong industry network (across private and public sector) * Good communication skills * Creative thinking and problem solving skills * Negotiation and persuasion skills * Strategic thinking skills * Resilience and flexibility * Humility in leadership * Disciplined and focused * Effective communicator to a wide range of audiences * A strong and diverse industry network * High integrity and openness combined with commitment to good governance. * Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success. |

To apply, send your resume with subject CFO to [recruitment@mml.com.ng](mailto:recruitment@mml.com.ng) by the 30th of March 2017