

## 1. Job title

Financial Officer.

## 2. Requirements

The Financial Officer should fulfill the following requirements:

- Education: Degree in Business, Marketing or Economics
- Professional Qualification: CMA (or equivalent) qualified (or close to completing the qualifications)
- Skills: Excellent computing and administrative skills
- Experience in similar positions will be an advantage
- Personal skills (transferable across international borders): well organized, solution-oriented, flexible and communicative, responsible, with a can-do attitude and self-management skills
- Foreign languages: good command of English in speaking and writing

## 3. Range of duties

- Drive improvement and standardisation in the financial processes across all offices
- Identify and implement process automation for the existing ERP System
- Produce individual company and consolidated company profit and loss reports monthly
- Produce department budgets reporting monthly, follow up on variance analysis with the heads of departments
- Oversee cash flow management for all companies, as well as the monthly sales commissions.
- Prepare for seamless integration of Fluenta accounts into Group Accounts annually
- Other Duties as defined from time to time