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| JOB TITLE: | Finance & Admin Associate |
| JOB LEVEL: | Mid-Management |
| BAND DESCRIPTION: | Strategic Mid Term |
| LOCATION: | Nairobi- Kenya |
| DIVISION/DEPARTMENT: | BU Management |
| REPORTS TO: | Country Manager & Group CFO |
| WORK RELATIONSHIPS: | Employees & Stakeholders |
| INDUSTRY: | Automotive |
| JOB TYPE: | Full Time |
| DECISION LEVEL: | Shared: Decisions reached jointly with peers and leaders on a collective basis |
| NO. OF SUBORDINATES: | |
| IMPACT ON CUSTOMERS: | Internal & External |

ABOUT THE COMPANY:

If you would like to work in a genuinely fast-paced and professional environment with vision to become the number one choice for Africans making an automobile-related transaction, then this is the place.

We deliver services at the standards expected by our customers and implement new ideas at the highest speed possible on our planet. We work hard, and we reward people who are passionate enough to nurture this vision with us. Our ambition is to sustain value for our shareholders, create meaning and purpose that truly engages our employees while ensuring peace of mind for our customers.

We are pioneers in the auto technology space and are always at the forefront of developing and launching innovative solutions in the market. Our goal is to continue to attract some of the industry's most innovative and entrepreneurial talent who recognize our growing brand value and strong positioning long into the future.

ABOUT THE TEAM

Our CEO and the rest of our leadership team are driven, passionate individuals who possess excellent credentials, have quality work experience across reputable companies and have come together at Autochek to do the most phenomenal work of their lives. With over 80 years of combined experience and from varied backgrounds, our team shares the same vision and common values.

PERSON FOCUS

Very results-oriented, well organized, hands-on, dynamic and with a proactive personality that enjoys client-facing and the challenge of growing the business. Brings excellent management capacity and able to lead multiple locations across Cities with start-up experience.

JOB SUMMARY:

The Finance Manager will be primarily responsible to lead the Finance Operations team to ensure efficient transaction processing. Ensure continuous review of financial, control and management information systems and procedures, implementing improvements in consultation with the CFO



ESSENTIAL JOB FUNCTIONS:

- Ensure efficient transaction processing including O2C, GL, etc
- Preparation of monthly & annual financial reports
- Maintenance of adequate accounting systems and control
- Leading period end closing activities and financial statements audit
- Payroll statutory remittances, tax and other regulatory compliance
- Improving efficiencies and reducing costs across the business
- Maintain a system of controls over accounting transactions and balance
- Maintain an orderly accounting filing system
- Document and maintain complete and accurate supporting information for all financial transactions
- Issue timely and accurate financial statements
- Provide timely performance report for the SBUs
- Coordinate the preparation of the corporate annual report
- Manage month-end review meetings with the Group
- Provide for a system of management cost reports
- Ensure all appropriate schedules are available
- Ensure filing of statutory returns and corresponding payments
- Manage year-end audit, and periodic regulatory reviews
- Ensure company registration with all statutory body
- Develop appropriate controls and budget management
- In addition to liaising with the tax consultants; manage and provide advisory on taxation and regulations including pension, Pay as You Earn, Value Added Tax, Withholding Tax, Company Income Tax
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Coordinate with the Group in the deployment of SAP ERP
- Manage tax audits and investigation

COMPETENCY PROFILE:



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- Proven experience in Accounting/Financial Management Strong/Working knowledge of Accounting Standards/IFRS Experience with Accounting Systems/ERP (particularly Sage or SAP)

TECHNICAL REQUIREMENTS

- Capability to oversee and drive team performance
- Ability to drive P&L Culture
- Solid understanding of budgeting planning
- Good people management skills
- Strong reporting skills



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| KNOWLEDGE & SKILLS REQUIRED | <ul style="list-style-type: none"> ▪ Ability to define the long-term business strategy while also addressing the hands-on tactical needs of the business at all Levels ▪ Thoughtful and demonstrates good judgment and strong decision-making based on accurate and timely analysis ▪ Proven business management experience in an unstructured and fast-paced environment ▪ Outstanding time management skills ▪ Results-oriented approach to work; willingness to do whatever it takes to help the team ▪ Ability to identify and implement efficiencies and process improvements ▪ Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. ▪ Understand the extended enterprise and have an appreciation for value creation based on understanding of overall vision for the business |
| EDUCATIONAL REQUIREMENT | <ul style="list-style-type: none"> ▪ A Bachelor's degree in Business or equivalent ▪ A Master's degree is an added advantage ▪ Professional/Chartered Accountant (required) |
| EXPERIENCE | <ul style="list-style-type: none"> ▪ Minimum of 5 years of Finance and accounting experience with increasing levels of responsibility ▪ Extensive experience in financial reporting and budgeting ▪ Experience working in a matrix, extremely dynamic, fast-paced, results-oriented multi-country environment; and Prioritization |
| WHAT YOU WILL LEARN | <ul style="list-style-type: none"> • You will learn to move fast, take calculated risks and learn from failures. • You will develop core management strategies as well as learn the importance of deep dives to resolve problems across geographies. Your people management skill will be tested and improved as you engage and interact with colleagues to deliver quantifiable goals that give real business value. • You will learn to measure and track output and results and how to automate everything that you do. |
| WHAT WE OFFER | <p>In addition to attractive compensation, you will have the opportunity to work with a global leader. We offer a vibrant culture, great work ambiance, super intelligent workforce and a relaxed dress code. We invest in the development of our diverse workforce. We aspire to leverage the qualities and appreciate the unique competencies that each person brings to the company. We are also committed to the principles of Equal Employment Opportunities.</p> |



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Interested candidates should send their application letter, cv, copies of certificates and testimonials as one document to **careers@autochek.africa** before end of day Friday May 28, 2021. Indicate the title of the position Finance and Admin' Associate as the email subject line. Applications will be reviewed on a rolling basis.