

DEPARTMENT	Finance
JOB TITLE	Finance Manager
REPORTING TO	GM Finance
SUBORDINATES	Finance Staff

KEY PERFORMANCE AREAS
<ol style="list-style-type: none"> 1. Financial Reporting and Analysis 2. Budgeting and Forecasting 3. Cash Flow Management 5. Compliance and Risk Management 6. Stakeholder Management 7. Operational Efficiency 8. Team Leadership and Development 9. Contribution to Strategic Planning 10. Performance Metrics Monitoring

DESCRIPTION OF KEY RESPONSIBILITY AREAS
GENERAL PURPOSE:
To ensure the financial integrity and sustainability of the Fund, contributing to its long-term objectives and stakeholder confidence.
DUTIES AND RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:
<ul style="list-style-type: none"> o Oversee all financial and accounting functions, formulate and administer ENPF overall financial plans and policies. o Ensure compliance with regulatory reporting requirements. o Ensure the development and implementation of financial and accounting systems, processes, tools and systems of control, facilitate the effective and smooth running of the Finance Section. o Ensure maintenance of appropriate internal controls and financial procedures o Ensure that the Fund's financial systems are robust, adequate, compliant and support current activities and future growth o Prepare, implement and monitor annual budget and advise when appropriate. Also report to management on variances from the established budget, providing reasons for those variances o Prepare and coordinate annual financial statements in terms of section 30 of the Swaziland National Provident Fund Order, 1974 and in accordance with the basis of preparation applicable to retirement funds in Eswatini and the International Accounting Standards o Ensure accurate accounting, debtors and creditors functions on a day-to-day basis, and general ledger reconciliations are performed periodically o Authorize payments and ensure that all expenses incurred are for the purpose of the Fund's operations o Ensure the preparation of month end general ledger close journal entries and supporting reconciliations o Assist with managing revenue collection, tracing of debtors, and writing off of bad debts, establish efficiency indicators, in spending and revenue collection o Apply fiscal discipline and introduce remedial measures to collect revenue due and contain costs

- o Ensure a complete, accurate and up to date fixed asset register
- o Coordinate internal and external audit queries and ensure implementation of audit recommendations
- o Supervise cash management activities to improve operations and financial effectiveness of the Fund.
- o Interpret the ENPF's financial results to management and recommend improvement interventions, perform additional analyses and reports requested by the GMF and management
- o Ensure that sufficient funds are available to meet ongoing operational and capital investment requirement
- o Forecast cash flow positions and recommend available funds for investment.
- o Engage with management in ongoing cost reduction analyses in all areas of the Fund's operations, report and recommend key issues to management
- o Mentor and develop staff, manage work allocated, train, resolve problems, evaluate performance and build an effective and dynamic team
- o Maintain good banking relationships with all ENPF banks, manage all banking activities as per the Fund's financial policy and good practices
- o Ensures timely preparation of monthly, quarterly financial statements and present same to the General Manager, and GMT.
- o Ensure adherence to financial regulations and standards,
- o Identify and mitigate financial risks
- o Establish Performance Metrics and monitoring to measure financial performance
- o Perform any other duties as required to support the mission of the department and the Fund as a whole.

JOB REQUIREMENTS

EDUCATION/ QUALIFICATION

- A Degree in Commerce/ Finance/Accounting or Relevant Qualification
- With Completed Articles from a reputable audit firm
- ACCA or MBA in Finance preferable
- A Certificate in Social Security administration is an added advantage
- A CA designation or progressing towards CA will be an added advantage

EXPERIENCE & KNOWLEDGE

- 3-5 years of progressively responsible experience with at least 2 years in financial and management experience
- Financial planning
- Developing and monitoring budgets
- Organisational development, human resources and programme operations
- Experience in business analysis
- Leadership and team building, have a team based focused, consultative and highly flexible approach
- Demonstrate ability and experience for problem solving and decision making
- The energy and tenacity to work well under pressure and deliver to tight deadlines, with little supervision

PERSONAL ATRIBUTES

- Exceptional interpersonal and communication skills
- Good attention to detail
- Accounting capabilities
- Analytical and technical mindset
- Highly dedicated, committed, and disciplined, honest, and reliable
- Capacity to work under pressure, meet deadlines and work with minimum supervision.
- Support ENPF's core values by being passionate, innovative and energetic.
- The incumbent should be a team player and be able to deal with other staff members and peers.

APPLICATION

Please send your application, detailed CV, copies of certificates and contact information for three referees by **14 February 2025** to Recruitment Manager, E-mail: careers@redigroup.online All Applications will be acknowledged but only short-listed candidates will be contacted.