

JOB DESCRIPTION

Assistant Manager - Finance

Key Requirements:

- Minimum work experience of 3 - 5 years.
- Bachelor's degree in finance, accounting, or a related field.
- Strong analytical and numerical skills.
- Proficiency in financial software and Microsoft Excel.
- Knowledge of accounting principles and financial reporting.
- Excellent attention to detail and organizational skills.

Key Responsibilities:

- Manage and coordinate accounting operations, ensuring efficiency and accuracy.
- Oversee the timely and accurate closure of books, including expense provisioning and revenue recognition.
- Develop and maintain effective cash flow forecasting models to monitor cash inflows and outflows.
- Negotiate, close, track, and maintain all agreements with customers and vendors, ensuring legal compliance.
- Provide guidance and mentorship to executive and senior executive-level team members, fostering their professional growth.
- Collaborate with the Manager in developing team goals and strategies for improved performance and efficiency.
- Manage and mentor executives, senior executives, and team members, ensuring their professional growth and performance.
- Provide timely feedback and conduct performance evaluations, contributing to the overall development of team members.
- Optimize the utilization of team members, ensuring a well-balanced workload and productivity.
- Collaborate with the finance manager to identify hiring needs, actively participate in the hiring and onboarding processes.
- Proactively anticipate and address professional challenges of team members, offering appropriate solutions and support.
- Drive process improvements and suggest new business processes and policies to strengthen internal controls.
- Foster strong relationships with clients, vendors, bankers, and other stakeholders.
- Encourage continuous learning and development by completing relevant courses and acquiring new skills.