

VACANCY

Head of Finance

REPORTING TO:

Chief Operating Officer

MAIN SCOPE

As a key member of the Executive Management Team, the Finance manager is responsible for the day-to-day planning, managing and controlling all finance-related activities of the company, including accounting and treasury operations, budgeting, monthly management reporting and analysis, internal controls, cost benefit analysis, and financial modeling. The FM will offer quality and meaningful analyses for decision making and strategic planning.

The FM will lead a team of 40 persons.

MAIN DUTIES AND RESPONSIBILITIES

- Work closely with COO and other top management team members and assist in strategy formulation and decision-making
- Develop the company financial vision and policies as set out by the COO
- Overseeing all financial transactions, including billing, finance, accounting and reporting
- Development and implementation of MIS and financial procedures for effective and efficient reporting
- Responsible for the preparation and submission of monthly management accounts within agreed time frame; provide timely, accurate and meaningful analyses and reporting
- Development of key financial and operational metrics
- Management of budgetary preparation and forecasts processes
- Responsible for business plans preparation
- Responsible for the financial reporting and consolidation and ensure that the accounting standards in force are adhered to whilst fulfilling statutory obligations
- Treasury management and usage optimisation of cash resources

- Responsible for reinforcing, ongoing development and implementation of the internal control system
- Assess the organisation and workflow of the different departments and advise on eventual corrective actions so as to improve financial and administrative control and performance
- Maintain external relationships with banks and other financial institutions, auditors and other relevant third parties
- Liaise with external and internal auditors for all issues pertaining to financial year-end audit, tax issues and internal controls
- Maintenance of the fixed asset register
- Perform any other duties, responsibilities and projects as assigned by management

REQUIREMENTS:

- Mature and pro-active leader with demonstrated excellence and skills in managing finance, accounting, budgeting, analysis, controls and reporting
- Bachelor degree in Finance/Accounting/Business Studies and/or ACA/ACCA/ qualified
- 8+ years of relevant working experience as Finance Manager, Accountant or Senior Finance Officer. Previous experience in the healthcare sector preferred
- Hands-on and proactive management style
- Excellent analytical, interpreting and modelling skills coupled with a good understanding of financial information, key business drivers and economics
- Excellent organisational skills with the ability to manage multiple projects simultaneously and prioritise accordingly
- Good knowledge of corporate taxation
- Excellent oral, written communication and presentation skills. Ability to interface with all the different departments internally and with clients and doctors.
- Well versed in IT, especially advanced expertise in Microsoft Excel
- Responsive and timely and ability to work under pressure and meet tight deadlines
- Team player, self-driven and proactive, with a high level of initiative and intellectual curiosity

You are kindly requested to submit your application including CV, copies of qualifications and proof of experience by latest **5th February 2016** by email to :andy.hau@cliniquedarne.com or to the address below:

Mr. Andy Hau
Human Resources Manager
Fortis Clinique Darné
Georges Guibert Street
Floreal

Fortis Clinique Darné wishes to thank all applicants and reserves the right to call only the best suitable qualified and experienced candidates for an interview.