

JOB DESCRIPTION

Role Title: Head, Finance

Department: Finance

Reports To: Chief Executive Officer

Direct Reports:

- Senior Officer, Finance
 - Officer, Finance
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ROLE PURPOSE

To provide strategic leadership and oversight for the Finance function by ensuring sound financial management, regulatory compliance, effective financial reporting, and optimal utilization of financial resources to support business performance and sustainability.

KEY RESULT AREAS (KRAs)

1. Strategy & Policy Development
 2. Financial Accounting & Control
 3. Management Accounting & Budgeting
 4. Investment & Treasury Management
 5. Stakeholder Management
 6. Information & Reporting
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KEY RESPONSIBILITIES

- Provide strategic direction and leadership for the Finance Department in alignment with overall corporate objectives.
- Develop and implement financial policies, SOPs, systems, and control frameworks to ensure prudent financial management.
- Oversee the preparation of accurate and timely financial statements, reports, and analyses.
- Ensure effective internal controls, including general ledger management, reconciliations, and financial risk monitoring.
- Supervise accounts payable/receivable processes, payroll administration, and invoicing to ensure compliance with policies.
- Monitor cash flow and oversee treasury functions, including banking relationships and fund transfers.

- Lead the preparation and monitoring of annual budgets, including variance analysis and cost control measures.
 - Ensure compliance with statutory obligations, including tax, SSNIT, NHIA, and other regulatory requirements.
 - Provide financial insights and analysis to support strategic decision-making and business planning.
 - Manage company investments, including evaluation of opportunities, risk assessment, and profitability analysis.
 - Develop and maintain relationships with key external stakeholders, including auditors, regulators, and financial institutions.
 - Ensure timely preparation and submission of statutory and regulatory reports.
 - Oversee financial data management systems to support accurate reporting and decision-making.
 - Supervise, mentor, and develop team members, including performance management and succession planning.
 - Ensure efficient allocation and utilization of departmental resources.
 - Perform any other duties as may be assigned by Management.
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INTERNAL & EXTERNAL RELATIONSHIPS

Internal: CEO, Heads of Departments, all staff

External: Financial Institutions, External Auditors, GRA, SSNIT, NHIA, PF Fund Managers, Health Service Providers

JOB SPECIFICATION

Education, Professional Qualification & Experience

- Master's Degree in Finance, Accounting, or related field
 - Must be a Chartered Accountant
 - Minimum of 7 years' relevant experience, with at least 3 years in a managerial role, preferably within the health insurance industry
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Technical Competencies

- Strong knowledge of accounting standards, IFRS, and financial regulations
- Proficiency in financial modelling, budgeting, and forecasting
- In-depth knowledge of treasury and investment management
- Good understanding of NHIA and statutory regulatory requirements

- Proficiency in accounting systems and Microsoft Office tools
- Knowledge of enterprise-wide financial systems
- Strong analytical and financial reporting skills

Managerial Competencies

- Ability to lead, supervise, and develop teams
- Strong decision-making and problem-solving skills
- Ability to plan, organize, and execute effectively
- Ability to design and implement control systems
- Strong delegation and performance management skills

Personality Competencies

- High integrity and ethical standards
- Strong analytical and attention to detail
- Excellent communication and presentation skills
- Ability to work under pressure
- Strong interpersonal and relationship management skills
- Ability to maintain confidentiality

APPROVAL

Designation	Name	Signature	Date
Employee (Job Holder)			
Chief Executive Officer			
Head, Human Capital & Administration			