



### **Job Description for the Chief Financial Officer**

Reporting to the Chief Executive Officer, the Chief Financial Officer will perform amongst others the following functions:

#### **1.0 Financial Management:**

- Direct and lead the preparation of financial reports including weekly, monthly and quarterly financial reports to the Board of Directors.
- Oversee the implementation of effective financial management systems and controls to ensure that the Agency's assets are adequately safeguarded and accurate and reliable financial reporting is produced.
- Ensure accurate and up to date books of accounts are maintained in accordance with relevant international standards and requirements.
- Coordinate the preparation and consolidation of the Agency's budget and 5-year business plan including monitoring and reporting of the same.
- Planning, coordinating and managing implementation of resources to ensure allocations support the achievement of the Agency's strategic direction, operating plans and overall objectives.
- Coordinate the preparation and, consolidation of budgets, and financial reports for donors when operationalizing and staffing new offices.
- Manage and oversee the preparation, finalization and publication of annual accounts in the Agency's annual report.
- Facilitate the work of internal and external auditors and provide assistance as required.
- Ensure timely administration and processing of payroll and submission of statutory deductions.
- Authorize all necessary payments within the business.
- Oversee the digital transformation of the finance department.

#### **2.0 Investments**

- Monitor capital invested to ensure maximized returns, adherence to investment guidelines and risk mitigation.
- Ensure the investment programme is in line with investment guidelines approved by the Board and timely reporting of the same.

- Maximizing return on invested funds while preserving capital by identifying investment opportunities, expanding relationships with the investment community, and proposing revisions of ATI's investment policy and asset allocation when necessary.
- Propose investment options to the Management Investment Committee (MIC) for approval taking into consideration risks and liquidity.
- Develop and maintain excellent relationships with Banks, Fund managers, Lenders, Donors and other stakeholders.

### 3.0 Other duties

- Regularly participate in management meetings, and carry out any other duties as may be required by the agency.
- Provide leadership, coaching and mentoring of the finance and accounting staff, ensuring the right balance of technical, analytical and leadership skills within the team.

### 4.0 Key relationships

The role reports to the CEO and interacts with all staff; members of Board (when presenting quarterly financial reports, and on issues of corporate governance at the Board level); shareholders (facilitating their joining the Agency) and will occasionally interact with donors (e.g. for grant's agreements, procurement of the contracts and during contract negotiations); service providers (e.g. when managing contracts) and occasionally with the media (interviews).

### 5.0 Knowledge, Skills and Experience

The person should have the following attributes:

1. **Qualifications:** An honors first degree or its equivalent plus professional accounting qualifications such as CPA, CA or ACCA and a Master's degree in Business Administration or an Advanced degree in finance/ accounting. Knowledge and experience with IFRS 9, 13 and 17 is highly desirable.
2. **Languages:** High level competencies in English and knowledge in French is an added advantage
3. **Membership of Professional Body:** CFO should be member of a professional body such as CA, ICPAK, CIMA, ACCA or such other bodies.
4. **Skills and Experience:** At least 20 years in financial management, of which 10 years should have been in a senior managerial role. Adequate experience handling Investment Management is also highly desirable. Experience working in multilateral and multi-cultural organization is required and a background in banking or insurance or Trade finance, or Trade insurance is essential. Experience with Political risk insurance and Exposure to development issues are desirable experiences.

5. **Key Competencies:** Planning and organization skills, Strategic thinking, Customer and Service focus, Leading and managing people, Analytical and problem solving skills, Good communication and interpersonal skills and Negotiating skills.