

TERMS OF REFERENCES – GENERAL MANAGER (FINANCE)

OVER ALL JOB DESCRIPTION/ RESPONSIBILITIES:

The General Manager (Finance) shall be responsible for the overall finance and administration functions including Human Resources (HR), formulate Finance, administration and HR plans and policies and support other business process of FMCL and coordinate the financial affairs of the company.

A. SPECIFIC RESPONSIBILITIES:

1. Responsible for overall coordination and supervision of Administration and Finance Division.
2. Responsible for carrying out financial viability of any activity that are to be taken up by the Company i.e. to review and validate project proposals.
3. Conduct financial viability analysis and project capital structuring as and when required.
4. Responsible for budgeting, planning and maintaining proper book of accounts.
5. Providing financial reports, statistics, forecasts and other necessary data to the management.
6. Prepare financial statement such, balance sheet, income statement, cash flow of the Company in accordance with the BAS and any other relevant rules.
7. Prepare final accounts of the Company and to be certified by board, RAA and statutory Auditors yearly.
8. Ensure the sustainability and financial viability of the Company for those businesses related to small and marginal farmers.
9. Ensure timely settlement of bills (receipts and payments) and invoices by making sure that the bills and vouchers processed by the subordinates are as per rules.
10. Controls irregular, excess, inadmissible, unauthorized and unbudgeted payments by ensuring that all financial rules, regulations and procedure are strictly followed.
11. Facilitate conduct of internal and external audits (statutory audit and Royal Audit Authority) and ensure that their recommendations are complied with and implemented. He/She shall also be responsible for co-ordination and settlement of audits observations.
12. Responsible for pay fixation for the Company's employee for submission to Management and Board, as may be required.

13. Prepare monthly management and board reports that provides clear and relevant management and business information.
14. Provide timely financial data to the Management and Board on the matter relating to expenditure and revenue.
15. Monitor and guide the Administrative, Finance, HR, and Procurement Officer to effectively carry out the administration, property management/ maintenance.
16. Ensure that the Division's activities are in line with the Company's mandates
17. Analyze performance of the Company and recommend measures to improve.
18. Ensure timely preparation and submission of annual returns to Registrar of Companies, corporate tax and renewal of statutory documents.
19. Develop and implement Performance Management System.
20. Develop Human Resource Development Plan, review and propose revision periodically.

21. Any other task assigned by FMCL Board and Management from time to time.

B. EDUCATION & EXPERIENCE CRITERIA

1. Must have Master's Degree in Business Administration (MBA) Finance.
2. Must have minimum of 10 years working experience in civil or corporate office.
3. Must have work in Administration and Finance in a corporate office and at least two referees to attach.
4. Good analytical skills in corporate business and he/she should be Computer literate.
5. Ability to work as a team member, and good presentation skills with flexible working hours.

C. PERSONAL SPECIFICATION, ATTRIBUTE & COMPETENCIES

1. High integrity
2. Strong interpersonal and negotiating ability
3. Critical thinking and problem solving
4. Planning and organizing skill.
5. Performance focused
6. Good communication skill.

D. OTHER REQUIREMENT

1. FMCL application form
2. Curriculum Vitae (CV)
3. Copies of:
 - a. Certificates
 - b. Academic transcripts and mark sheet.
 - c. Security Clearance Certificate (online).
 - d. Medical Fitness Certificate (Not older than 6 month).
 - e. Citizenship Identity Card (CID), and
 - f. No objection Certificate, if employed.

E. EMPLOYMENT TYPE

He/She shall be in the contract period of 3 years and extendable based on performance.

F) SALARY & OTHER BENEFITS

1. Basic Pay: Nu. 45,000.00 (Negotiable based on working experiences)
2. Pay Scale;(45, 000-1125-48, 375) with yearly increment of 2.5% of Basic Pay.
3. Contract Allowance: 40% of the basic pay.
4. Other benefits and allowances as per FMCL Service Rule