


<p>Isxilqaan Construction Company</p> 	<p><u>DESIGNATION:</u></p> <p>FINANCE MANAGER</p>	<p><u>ICC CODE:</u></p> <p>ICC/ADMF/01/26//5/2017</p>	<p>FROM 2017- 2018</p>
<p><u>DEPARMENT:</u></p> <p>FINANCE AND OPERATIONS</p>	<p><u>REPORTING TO:</u></p> <p>OPERATIONS MANAGER</p>	<p><u>DUTY STATION :</u></p> <p>Burtinle with frequent travel to other operational areas.</p>	

COMPANY OVERVIEW

Isxilqaan Construction Company is a private limited company registered in Puntland State of Somalia. Headquartered in Garowe, Isxilqaan Construction Company was recently awarded to the contract of rehabilitating Jalam to Xarfo main tarmac road under Somalia road maintenance project(SRMP) funded by European union through GIZ.

Position Summary: Based in Burtinle Isxilqaan Construction Company limited seeks an experienced finance manager for its operations in Puntland.

Essential Duties and Responsibilities:

- Maintain day-to-day financial Reports and control of the service within the budget.
- Prepare monthly cash flow for the organization and report on variances to budget.
- Prepare monthly management accounts for the organization.
- Supervise monthly payroll.
- Supervise bank reconciliations, petty cash and expenses
- Preparing yearly budgeting and cash flow forecasts
- Preparing draft yearend financial accounts reports prior to audit.
- Establish and maintain internal accounting controls.
- preparing accounts and budget information
- Preparing reports, business plans, commentaries and financial statements.
- Maintain Asset Register.
- Ensure that all company assets are safe from theft and misappropriation.
- Monitor and forecast the company's financial status
- Represent company in financial matters, effectively communicating information.
- Maintain strong company relationships with banks and sureties.
- Comply with the terms of finance agreement between the company and the clients.
- Ensure that the company's project control finance system is operating properly and that sureties are familiar with it.
- Establish a strong financial and operational reporting system with sureties.
- Developing and managing financial systems.
- Advising on, developing and managing financial policies.
- Liaising with managerial staff, colleagues and clients.
- Controlling income and expenditure
- Undertaking financial administration
- Internal financial audits reporting.

- Ensure that appropriate financial regulations and controls are in place and in use at all times.
- Ensure the company's profitability, and solvency; making sure it earns the maximum returns.
- Advise the company financial positions to the operations Manager and BoD
- Report the company's financial condition, operations, contingencies, and opportunities accurately and completely.

Desired Experience & Qualifications:

Relevant Qualifications in Accounting degree, ACCA or CPA Certified, or Equivalent

Experience at least 4 years of Finance Controlling.

Must have good IT skills in Accounting softwares

Must be able to read, write and speak English fluently and Somali required.

Must be operating electronic equipment and sales transactions.

Attention to detail and a methodical approach

The ability to work independently or little supervision

Key Competencies/Skills/Abilities:

- Good analytical capacity and knowledge
- Communicate effectively
- Performing with integrity
- Acquiring knowledge
- High team work spirit (contributing to the team)
- High level of problem solving and negotiation skills
- Working in diverse environment and not restricted by clan and boundaries
- Navigating across boundaries
- Respect and manage diversity
- Managing time, priorities and deadlines
- Interpersonal skills
- Excellent decision making skills

Isxilqaan Construction Company is an equal employment company and the selection will be based on merit however, qualified Somali national candidates are highly encouraged to apply.

HOW to APPLY:

Applications should include a CV, cover letter, date of availability and salary history should be submitted by email to isxilqaancompany@gmail.com, with copy to: dek.hashi@gmail.com. The email subject line should be clearly marked as: please refer to the post title.

Any application received from other channels other than the one specified above will be automatically disqualified.

Closing date or deadline for applications is 23.59 hours, June 3rd, 2017. ONLY short-listed candidates will be contacted for a personal interview.