

**From:** Human Resource Department

**TO:** Tosin Adedotun

**Role:** Head, Corporate Services

**Overseeing:** Finance Team

**Reports to:** MD

Job Objective:

To manage the company’s financial affairs and ensure accurate reporting of financial results

Job Responsibilities:

* Provide sound financial advisory services and insights to enable the executive management make critical business decisions
* Manage and oversee the cash flow of the company
* Manage External Auditor relationship and ensure compliance with accounting standards and regulatory requirements
* Manage accounts payable, accounts receivable, billing, tax, treasury, payroll, financial and management accounting functions.
* Collaborate with account planning to ensure alignment of budget with plan and generate cost and profit analysis.
* Review budgets across the teams to minimize cost
* Develop, implement and review internal control policies
* Participate in business strategy formulation
* Prepare monthly management report

KPIs

* Cost minimization
* Timely and accurate financial reporting
* Effectiveness at monitoring budgets
* Timely regulatory returns and filing of relevant documents
* Efficient and effective cash flow management