

POSITION DESCRIPTION



HEAD OF FINANCE

Position No.	MEL2203
Vacancy Type	Internal & External
Classification	MII 2
Salary	Negotiable
Employment Type	Contract – Full time
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: https://www.mauritiustmetroexpress.mu/job-vacancies/</p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - career@metroexpressltd.org</p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - Human Resources Manager Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201</p> <p>The envelope or the title of the email should be clearly marked “Head of Finance”.</p>
Position deadline	<p>Monday, 04 April 2022</p> <p>Application made without completed MEL Application Form and received after the closing date will not be considered.</p>
Job Title: Head of Finance	<p>We are looking for a forward-thinking, autonomous Head of Finance who enjoys being meticulous down to the last details and insightful on all financial and accounting aspects. You will be excellent at negotiation with a drive to change and a financial leader who embraces a culture of meaningful collaboration. You will think like the customer, act like owners, execute with urgency, operate as one team to ensure success.</p>
Reporting Line: Chief Executive Officer	
Function/Division: Corporate	
Location: Ebene/Richelieu	<p>We are looking for an optimistic, energised and charismatic leader with the ability to inspire and influence at all levels. If you can confidently demonstrate that you meet the criteria we are looking for, please send us your application.</p>

Qualifications:

- (i) Possess a relevant degree in finance or accounting from a recognised University or an equivalent qualification acceptable to the Board of MEL.
- (ii) Possess a Master's degree in finance, accounting, business administration or related field from a recognised University or an equivalent qualification acceptable to the Board of MEL.
- (iii) Be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Report Act.
- (iv) A minimum of 12 years' post qualification experience with a focus on financial planning, control and analysis as well as cross functional project experience; a successful track record of developing financial and management accounting making an impact within an organisation.

Candidates should also be registered as an Associate or Fellow Member of the following bodies:

- (v) The Institute of Chartered Accountants of England and Wales
- (vi) The Institute of Chartered Accountant of Scotland
- (vii) The Institute of Chartered Accountants of Ireland
- (viii) The Association of Chartered Certified Accountants
- (ix) The Chartered Institute of Managements Accountants
- (x) The Chartered Institute of Public Finance and Accountancy

Attributes:

- (i) Excellent interpersonal skills, an inquisitive mind, and the ability to work effectively in a matrix organisation with multiple functions, together with a positive attitude and strong work ethic with high integrity required.
- (ii) Ability to be hands-on and detail oriented, yet also provide a strategic perspective to bear on the issues of company operations and finance.
- (iii) Ability to simplify the complex data of finance for all stakeholders, pro-actively identify issues and implementing change to bring about more efficient and effective ways of working.
- (iv) Demonstrated leadership and strong line management ability, with significant in-depth proficiency in all aspects of

accounting and finance, including all technical aspects i.e. tax etc.

Duties & Responsibilities:

1. Delivery and oversight of the company financial strategies and all forward-looking financial projection for the whole organisation, covering forecasts, budgets and three-year strategic plans (short, medium- and long-term business continuity plan);
2. Develop trends and projections for the business; conduct reviews and evaluations for identifying opportunities;
3. Drive simplification and reduce business risk, to deliver an efficient and effective finance function;
4. Deliver enhanced management information which includes but not limited to, write financial reports for Management;
5. Review financial plans periodically for relevance; timeliness and work progress, and make recommendations to address gaps to further improve processes and systems as needed;
6. Analyse costs, pricing, variable contributions, sales results, fare and non-fare revenues, and the organisation's actual performance compared to business plans;
7. Develop, adopt and achieve a systematic process of financial planning and scheduling of programmes and activities of the department for the efficient and effective delivery of services;
8. Lead the business segment operating reviews, critical business initiatives, and stage gate process presenting insightful analysis and business commentary to a variety of audiences;
9. Support budget holders throughout the organisation to comply with established financial controls;
10. Develop and enhance appropriate financial policies throughout the organisation;
11. Prepare monthly management accounts and work along departmental managers, coaching on budget requirements and compile the annual budget;
12. Support the reporting of KPI's and support managers to ensure the effective use of KPI reporting in planning and decision making;

13. Line manage the finance and accounting team, and develop staff to take on the lead of the accounting and book keeping function;
14. Manage the reconciliation of the bank and cash accounts, and monthly financial records and effective management for records as required for auditing;
15. Ensure compliance to policies and provide recommendations on how to reduce risks, and educate functions on their compliance responsibilities and requirements;
16. Lead the global integration of the ERP systems and on-going optimisation to ensure the systems are fit for purpose;
17. Ensure timely and accurate forecasting, adherence to financial reporting requirements, and successful execution of business segment financial objectives;
18. Direct the development, measurement and communication of monthly KPI metrics to help track performance, outline gap areas and determine potential solutions for bridging the gap;
19. Provide financial visibility across the business and drive improvement with solid analytical skills and strategic analysis;
20. Assure compliance with governmental regulations, and industry standards. Responsible for the effective coordination and conduct of all audits: internal and external; and
21. To perform such other duties related to the main duties listed above or related to the roles ascribed to him.

MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.