

1.1 Job Description for Finance Manager.

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| Job Title: | Finance Manager | | |
| Direct Supervisor: | Chief Executive Officer | | |
| Supervision: | | | |
| Department: | Finance | Job Category: | |
| Location: | Nairobi/Kenya. | Travel Required: | No |
| Level/Grade: | | Position Type: | Contract |
| Role Profile | | | |
| <p>POSITION OVERVIEW</p> <p>We are seeking a performance-driven, proactive and detail-oriented Finance Manager to lead our finance function end-to-end. The ideal candidate will have a proven track record in financial planning, compliance, and strategic management within a digital services company catering to B2B clients.</p> <p>ROLES AND RESPONSIBILITIES</p> <p>1. Financial Strategy & Planning</p> <ul style="list-style-type: none"> Develop and execute financial strategy aligned with business goals. Prepare annual budgets, forecasts, and financial models. Provide regular financial insights and recommendations to senior leadership <p>2.Accounting & Bookkeeping</p> <ul style="list-style-type: none"> Manage day-to-day accounting operations, including AP/AR, general ledger, payroll, and reconciliations. Ensure timely and accurate monthly, quarterly, and year-end close processes. Petty cash management. <p>3. Cash Flow & Treasury Management</p> <ul style="list-style-type: none"> Monitor cash flow and working capital to ensure financial health. Optimize fund utilization and handle vendor/client payment cycles efficiently. <p>4. Compliance & Taxation</p> <ul style="list-style-type: none"> Ensure timely filing of income tax and other statutory requirements. Handle audits, liaise with both internal and external auditors, and maintain all regulatory compliance. Ensure compliance with applicable laws, financial regulations, and internal policies. <p>5. Client Contracts & Invoicing</p> <ul style="list-style-type: none"> Review commercial agreements, pricing models, and ensure contract terms are financially sound. Oversee client invoicing, collections, and revenue recognition practices. <p>6. Reporting & Analysis</p> <ul style="list-style-type: none"> Generate MIS reports, profitability analysis, and KPI dashboards for leadership. Analyze financial data to identify cost-saving and growth opportunities. | | | |

- Identify opportunities to automate recurring finance processes

7. Accounts Receivable & Collections

- Monitor customer aging reports and ensure timely collection of receivables
- Implement credit control policies to minimize bad debts
- Coordinate with Sales and Customer experience teams to address billing or payment issues
- Lead or support debt recovery processes for long-overdue accounts

Key performance indicators

- Revenue growth rate
- Accounts receivables days- 100% collection in 21 days
- Gross & Net profit margin
- Financial discipline and forecasting accuracy
- Timely, accurate & error free financial reports.

Minimum Requirements & Key Skills:

- Bachelor's degree in BCom Finance, Accounting or relevant field /MBA Finance.
- 5-6 years progressive experience preferably in a **digital or tech-based B2B services company**
- CPA qualification.
- At least 2-3 years in a **managerial or senior analyst position**.
- Hands-on experience with financial software/tools (e.g., QuickBooks).
- Advanced Excel and financial modeling skills.
- Familiarity with CRM or subscription billing tools is advantageous.
- Experience in preparing accurate financial statements and reports in compliance with regulatory requirements
- Familiarity with Kenyan financial regulations, including tax compliance and statutory reporting
- Experience with service-based revenue models and SaaS or agency billing structures

Core Competencies & Skills

- Proficiency in budgeting, forecasting, and variance analysis to support strategic decision-making
- Strong knowledge of Financial Reporting Standards and local Kenyan tax laws
- Ability to manage liquidity, working capital, and treasury operations effectively
- Strong communication skills to convey financial information clearly
- Strong analytical, leadership, and communication skills
- Business acumen
- Tech savvy
- Leadership & team playing.

Send application to: hr@voltic-africa.com by COB 16th June, 2025

N/B: Only shortlisted candidates will be contacted.