



Job Description

Position Title: Chief Finance Officer	Department: Finance and Administration
Reports To: The Chief Executive Officer	Responsible For: Finance Manager, HR Manager, IT Manager

1. Purpose of the Job

- 1.1 This position is responsible for the development and implementation of appropriate financial management framework to support the realization of overall corporate goal and objectives of the Company.
- 1.2 The position safeguards the assets of the Company, maintain the integrity of the financial reports and oversee Administration, Information Communications Technology and Human Resources functions.

2. Key Responsibility Areas:

- 2.1 Executive Management (30%)
- 2.2 Financial Management (40%)
- 2.3 Information Communication Technology (15%)
- 2.4 Human Resources Management (15%)

3. Main Responsibilities:

3.1 Executive Management

- 3.1.1 Provide management excellence through the achievement of performance indicators as set out by the CEO.
- 3.1.2 As a member of the Executive Team, participate fully in the collective responsibility of delivering on organisational objectives, including through engagement and collaborative effort with employees at all levels in the organisation.
- 3.1.3 Be a role model for effective and positive leadership which is ethical, results driven and future-oriented.
- 3.1.4 Collaborate with other members of the Executive Team to promote and achieve organisational cohesion, the development of a culture of continuous improvement, and the promotion and adherence of organisational values.

- 3.1.5 Provide advice, regular updates and reports to the CEO, Board and Executive Team including matters relating to financial and risk management. Participate in relevant Committees, as directed by the CEO.
- 3.1.6 Contribute to the achievement of the Strategic Directions via the creation, implementation and monitoring of allocated Work Plans.

3.2 Financial Management:

- 3.2.1 Ensure the integrity and reporting of the Company's statutory, regulatory, management and taxation obligations, and respond to recommendations made as a result of external audit processes.
- 3.2.2 With the support of the Finance Team, monitor, control and report on accurate financial information, including the annual budget, revenue, expenditure and tenders, to meet the needs of external and internal stakeholders such as the Audit Finance and Risk Committee, auditors, managers and funding Institutions.
- 3.2.3 Develop, implement and maintain a financial management framework and financial models for ENPC which promotes effective budget management and fiscal responsibility.
- 3.2.4 Develop plans that respond to the Company's future needs relating to use of capital works and assets, whilst ensure principles of value for money are applied.
- 3.2.5 As carried out by the Finance Team, oversee the development and implementation of finance, accounting, billing and auditing procedures.
- 3.2.6 Ensure the establishment and implementation of internal control systems for the maintenance of accounts and records as required under different statutes and regulations, especially the Companies Act, the PEU Act and other Financial procedures.
- 3.2.7 Oversee and co-ordinate the Company's external audit and tax matters
- 3.2.8 Adhere to ESPPRA and PEU circular.

3.3 Information Communication Technology:

- 3.3.1 Highlight ICT risks and issues to the Audit, Finance and Risk Committee.
- 3.3.2 Develop and implement strategies that enable the identification, readiness and response to areas of risk associated with ICT infrastructure.
- 3.3.3 With the support of the Head of ICT, develop strategies and execute the use of corresponding architecture that is consistent with organisational objectives.
- 3.3.4 Provide guidance to the Head of ICT to ensure the implementation of identified ICT projects that meet established deadlines.

3.3.5 Ensure the provision of effective ICT performance, client support, application development and processes for the Company.

3.4 Human Resources Management

3.4.1 Oversee the human resources functions including but not limited to matters pertaining to recruitment, deployment, compensation, Performance Management and discipline of personnel.

3.4.2 Effectively manage change management processes, encouraging innovation, diversity and continuous improvement.

3.4.3 Play a leadership role in creating and maintaining a positive organisational culture.

3.4.4 Promote the vision, mission and values of ENPC and ensure all ENPC employees are aware of, adhere to and promote the vision, mission and values, and comply with policies and procedures.

3.4.5 Be a role model for effective and positive leadership which is ethical, results driven and future-oriented.

4. Qualifications and Experience

- A Bachelor's Degree in Accounting from a reputable institution plus membership of CIMA/ACA/ACCA.
- Registered with the Eswatini institute of Accountants.
- Strong background in finance and specific knowledge of oil and gas financing operations desirable. Possession of an MBA will be an added advantage.
- Minimum of 7years' relevant experience in a management position.
- Experience of transactional support and Internal Audit Risk assessment.
- Previous experience as a CFO or Finance Controller in a similar organisation will be an added advantage.
- Previous experience and success in the delivery of work plans, to assist in the achievement of organisational strategic plans.

5. Knowledge, Skills and Attributes:

- Demonstrated business acumen and ability to lead significant change.
- Solid leadership and emotional intelligence skills with demonstrated ability to engage others to understand and embrace organisational culture, directions, goals and client service ethos.
- Demonstrated ability to develop and maintain effective relationships with key stakeholders, and highly developed negotiation and strategic relationship management skills.
- Demonstrated ability to engage and inspire work groups, to help form agile and high performing teams.

- Ability to identify opportunities for change and lead improvement initiatives.
- Highly developed communication skills, both written and verbal, including an ability to prepare high level reports to Executives and external parties.
- An ability to manage a multitude of complex tasks and projects simultaneously.
- Knowledge of Cost Governance Budgeting and MIS reporting.