

## **Overall Job Description**

The Finance Officer, Finance Section shall be responsible for controlling and directing the general financial and accounting activities of BBS. He/she shall report to the Manager, Administration and Finance Department.

## **Responsibilities**

1. Head and represent the Division.
2. Prepare annual budgets (both commercial and Government).
3. Monitor expenses
4. Prepare balance sheet and P&L accounts for the Company.
5. Submission of quarterly, half yearly and yearly financial accounts & reports of the Company
6. Carry out break-even analysis & plans to reduce company deficit.
7. To carryout variance analysis of the budget and its achievement and link to performance incentive in consultation with other Departments.
8. Monitor cash flow projections and update the financial situation of the organization
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10. To ensure appropriate accounting policies have been consistently applied in preparation of financial statements and accounting estimates
11. International accounting standards as applicable in the Country to be followed in preparation of financial statements
12. To ensure internal control system is sound in design, effectively implemented and monitored

## **Education & Experience Criteria**

He/she must be a graduate in B.Com/BBA (Major in Finance/Accounting) with min. of 10 years experience in government and commercial accounting.

## **Other requirements**

1. Application
2. Curriculum Vitae (CV) clearly indicating requirements referred to above
3. No objection certificate from the employer
4. 2 referrals/recommendation letters from non family related referees
5. Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate(online screenshot), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card

## **Employment Type**

1. Regular

## **Salary & Others Benefits**

- Salary and benefits shall be fixed within the existing BBS pay scales and in line with the BBS Service Rules