



<b>Job Title:</b>	Head of Finance Department
<b>Start Date:</b>	Immediate
<b>Job Duration:</b>	1 year with the possibility of extension
<b>Location:</b>	Freetown, Sierra Leone
<b>Department:</b>	Finance
<b>Reports to:</b>	Finance Director

## 1. About Easy Solar

Easy Solar is a leading solar company in Sierra Leone, distributing and financing high-quality solar products and appliances for those with limited or no access to the conventional grid. Customers can finance their purchase over time by paying in weekly or monthly installments, with the option to pay via cash or mobile money. To date Easy Solar has sold over 8,000 products, distributed through its extensive network of agents and outlets throughout the country.

Easy Solar is backed by Azimuth Group, a New York based Benefit Corporation supported by international investors, which has the more general goal of “delivering and financing devices that transform the way people live, work and play”.

## 2. Job Brief

Easy Solar is looking for a Department Head of Finance with extensive experience in a similar role, who will be working along side the Finance Director and liaising frequently with the other executive directors. You will not only be an exceptional chartered accountant and hands-on with company finances but will also be commercially aware, advising on the best path of growth for the business. You possess a deep understanding of international financial accounting standards and a knowledge of Sierra Leonean statutory legislation and regulations.

For this role, you will be responsible for leading budgeting and weekly cash forecasting activities, overseeing the preparation and consolidation of our financial statements, improving and overseeing the implementation of internal controls and compliance procedures, as well as providing insights into the financial health of the business to the senior management team (and the board, on occasion).

You will be expected to manage and lead a team through difficult periods including month end, year end and annual budgeting, and thus possess excellent communication skills with all levels of staff. You have the ability to work with various departments to help them plan, manage and remain accountable to their own budgets, and are comfortable dealing with a complex and rapidly evolving business environment.

You should hold a degree in Accounting, Commerce, Finance or any related field and be a qualified member of an accountancy body (or holder of an equivalent qualification). A track record in financial accounting according to IRFS standards, proven exposure to multinational accounting tasks paired with expertise in areas such as tax, auditing, consolidation make you the ideal candidate for this position. We are looking for team players who combine strong analytical skills and a high level of attention to detail to lead our finance department.



## 2. General Duties and Responsibilities

### *Budgeting and Forecasting*

- Prepare annual budget in line with long-term business plan, reviewing bi-annually
- Oversee the monitoring and tracking of actual financial performance as compared to the budget, producing a monthly variance report and following up on significant deviations
- Liaise with various heads of department when preparing and monitoring the budget, to ensure each cost center has ownership and is held responsible for their expenditure on a monthly basis
- Maintain a weekly cash forecast to ensure there is a clear understanding of expected cash flow in the short-medium term
- Review and analyze financial information (actual management accounts and cash forecast) against the budget, as well as compared to larger financial plan, to support strategic and operational decision making

### *Managing Group Accounting and Reporting*

- Manage the preparation of local and group financial statements (yearly, quarterly, monthly) in compliance with IFRS standards including consolidation
- Prepare notes to the consolidated financials
- Improve consolidation and accounting procedures, assuring compliance of with IFRS standards
- Evaluate the treatment of new or changing items and ensure proper presentation and disclosure under IFRS

### *Financial Controlling and Compliance*

- Lead the design and implementation of an advanced financial IT environment
- Establish, implement and improve control procedures, advising our teams on the optimal financial structure and processes to serve our customers
- Develop and implement policies related to financial reporting, working capital and treasury management, and compliance
- Ensure effective controls over financial reporting
- Stand as point of contact for tax consultants and auditors

### *Analytics and Insight*

- Review working capital management cycle and recommend areas for improvement in management of accounts payable, accounts receivables and inventory.
- Maintain a dashboard of operational metrics to ensure transparent and timely view of current financial performance
- Implement, monitor and follow-up on KPIs that allow us to measure and improve financial reporting, compliance, operations, and internal controls
- Communicate insights to senior management frequently (and the board, on occasion), highlighting financial and/or operational challenges, and proposing areas for improvement



### 3. Required Skills, Education, and Experience

- Advanced degree in Accounting, Commerce, Finance or any related field
- Qualified member of an accountancy body or holder of an equivalent qualification
- A minimum of 7-10 years working experience in a similar role
- Ability to develop and implement policies related to financial reporting, working capital and treasury management, and compliance
- Proficient in accounting software (preferably QuickBooks Enterprise)
- Advanced excel skills
- Minimum of 5 years' experience working in a managerial role
  
- A solid understanding of financial accounting principles (IFRS)
- Working knowledge of Sierra Leonean statutory legislation and regulations
- Able to manage, guide and lead employees to ensure appropriate financial processes are used
- Good interpersonal, communication and presentation skills
  
- Strong IT and analytical skills and data-driven thinking
- Willing to work in a flexible work environment with fast evolving operations
- Able to work well under pressure yet maintain a high-standard of performance and output
- High integrity and openness combined with commitment to good governance
- Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success

### 4. What We Offer

- Competitive remuneration covering a monthly salary, performance bonus and benefits reflective of the candidate's experience and skills.
- Opportunity to take part in one of Sierra Leone's most exciting entrepreneurial projects, with a strong commitment to outstanding customer service and distributing high-quality, life-changing, environment friendly devices
- Frequent coaching and training
- Opportunity to work closely with a young, international, tech-driven team of renewable energy enthusiasts

### 5. How to Apply

Deliver (i) Curriculum Vitae, (ii) scan/photocopy of Certificates and (iii) contact details of two Referees to **one of the following** addresses:

- [apply@easysolar.sl](mailto:apply@easysolar.sl) [preferred]
- Easy Solar, 31B Spur Road, Freetown, Sierra Leone