

JOB DESCRIPTION

IDENTIFICATION SECTION

JOB TITLE	Chief Finance Officer
JOB GRADE	IDC2
DIVISION	Finance
DEPARTMENT	Finance
REPORTS TO	Chief Executive Officer
DIRECT REPORT(S)	<ul style="list-style-type: none">• Head Finance – Operations• Head of Finance – Reporting

JOB PURPOSE

Reporting to the Chief Executive Officer, the position has the overall responsibility of the implementing the financial strategy and includes advising the Chief Executive Officer (CEO), Senior Management and other key stakeholders in the IDC Group.

The position is responsible for:

- Driving the delivery of IDC' Financial performance through the Budget and forecasting process to ensure strategic alignment to business objectives.
- Enforcing a strong governance and control framework with key stakeholders.
- Developing comprehensive cost management strategies to ensure that costs are effectively managed both at IDC and the IDC Group.
- Driving synergies within the group, effectively partnering with Group counterparts to identify, share and embed opportunities for optimisation.
- Ensuring availability, adherence and compliance with all regulatory, statutory and internal Financial Policy and accounting reporting requirements
- Developing and implementing a finance risk management framework for IDC and the IDC Group to ensure minimal exposure to preventable risks.
- Strategic Stakeholder Management with timely and accurate reporting.
- Overseeing and ensuring satisfactory audits.
- Closure of significant audit findings working towards no significant audit findings both for IDC and the IDC Group.
- Overseeing and ensuring a sound control environment for the IDC Group.

KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Corporate strategy and Business Planning and	<ul style="list-style-type: none"> • Participates in the formulation of the IDC Strategic Plan. • Develop and ensure implementation of the finance strategy for IDC and provide support to the effort of the subsidiary.
Corporate budget	<ul style="list-style-type: none"> • Prepares IDC Corporate Budgets in line with best practice and delivered within agreed timelines • Ensure efficient resource allocation of resources to activities implementation of the IDC Corporate Strategy. • Provide oversight and support to subsidiaries to subsidiary finances with integrity. • Control of expenditure to ensure resources are applied within budget. • Ensure availability of working capital to meet the day-to-day operational requirements for IDC.
Consolidated Group Budget	<ul style="list-style-type: none"> • Ensure timely consolidation of the group annual budget to provide an objective measure of monthly group performance.
Profitability	<ul style="list-style-type: none"> • Improve profitability through revenue and cost optimisation optimization. • Attain 50% contribution of non-dividend revenues to total revenues to improve profitability. • Cost Optimization • Ensure costs optimisation by creating regular monitoring mechanism
Asset optimization	<ul style="list-style-type: none"> • Efficient capital allocation to bankable projects • Safeguarding of PPE through maintenance of Asset Register
Cashflow management	<ul style="list-style-type: none"> • Management inflows including internally generated inflows of dividends, rental income and management fees and externally mobilised inflows of arrangement of overdraft facilities and commercial bank loans for operational purposes. • Maintenance of budgeted liquidity • Efficient working capital management through • Submission of cashflow forecast for planning purposes and weekly cashflow statements to the CEO for • Receivable and payable management.
Policy and Procedures	<ul style="list-style-type: none"> • Develop the finance policy and guidelines for application within the entity and support policy and procedures implementation across the group. • Implement mechanism for tracking preparation and submission of statutory return and payments in accordance with the relevant Laws and Regula

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Taxation	<ul style="list-style-type: none"> • Monitor Tax compliance across the group. • Ensure subsidiary tax optimisation
Monitoring of control environment	<ul style="list-style-type: none"> • Develop and implement sound control environment through act and feedback to subsidiaries • Reduced occurrence of subsidiary citations in the annual Auditor General's Report
Group Financial Reporting	<ul style="list-style-type: none"> • Provide timely management accounts to aid management in making informed decisions to support efficient and effective operations of IDC and the group • Preparation of group and company statutory financial statements in accordance with the International Financial Reporting Standards, International Accounting standards and other relevant local Laws and regulations.
Enterprise Risk Management	<ul style="list-style-type: none"> • Develop and implement a finance risk management framework for IDC to minimise exposure to risks that may disrupt to business operations.
People Management and Leadership	<ul style="list-style-type: none"> • Organises, directs, and controls the IDC finance directorate and finance professionals at group level. • Actively participates in the recruitment, development, and training of finance professional finance focussing on technical skills and leadership skills through organised training forums. • Providing mentorship, coaching and on the-job training to direct reports. • Ensure provision technical capacity in internal functions and other staff achieve premium management service. • Ensure staff development and retention strategies are developed and implemented. • Provide and promote sound leadership practices to support delivery of the directorate mandate. • Ensure Performance Management System and Reward Systems is objectively implemented, and outcomes are measurable. • Ensure provision of technical capacity and support to ensure compliance and tax optimisation.
Furtherance of Company's Interests	<ul style="list-style-type: none"> • Exercise the powers and duties generally exercised by Chief Finance Officer in the furtherance of the interests of the company as may be authorised and or delegated by the Group Chief Executive Officer.
Healthy and Safety	<ul style="list-style-type: none"> • Ensure health, safety and wellness initiatives are supported and ensuring implementation of relevant policies across the directorate.

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Meetings	<ul style="list-style-type: none"> Attend stakeholder meetings and respond to matters arising. Prepare key directorate presentations, talking points and any other information required.
Any other Duties	<ul style="list-style-type: none"> Perform any other job-related duties as assigned

ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) Professional Qualification:

- Grade 12 Full Certificate with five (5) O levels.
- A Chartered Accountant with a bachelor's degree in finance, accounting, and/or equivalent Professional Qualification i.e., ACCA, CIMA, CA Zambia, etc.
- Master's degree in finance, Business Administration, Accounting, Banking and Finance, Commerce, or equivalent Professional Qualification in relevant field from reputable institution.
- Professional Membership with ZICA/ ACCA/ CIMA, with a valid practicing certificate.

b) Minimum Relevant Work Experience:

- 15 years' post qualification work experience (first Degree/full professional)
- 10 years' work experience in senior management or similar position.
- Proven track record of preparation and consolidation of Group Financials;
- Previous experience at senior level in a Group Holding Company will be an added advantage.

c) Skill Specifications:

- Strategy and leadership skills
- Excellent problem solving and presentation skills.
- Strong communication and presentation skills tackling complex topics tailored at executives and non-executive audience.
- Ability to work collaboratively with internal and external leaders of key stakeholders,
- Good report writing and presentation skills.
- Strong, negotiation skills and tact.
- Good interpersonal skills.
- Inspirational leadership skills
- Proficient in using computers