



## Director Finance

### Job Description

#### 1. Strategic Financial Leadership:

##### a. Budget Development and Management:

- i. Develop and manage the annual budgeting process, aligning financial strategies with organizational goals.

##### b. Financial Forecasting:

- i. Prepare financial forecasts, projections, and models to support effective decision-making.

##### c. Variance Analysis:

- i. Conduct thorough variance analysis, providing actionable insights on financial performance.

#### 2. Financial Reporting and Compliance:

##### a. Financial Statement Preparation:

- i. Prepare accurate and timely financial statements, including income statements, balance sheets, and cash flow statements.

##### b. Regulatory Compliance:

- i. Ensure compliance with relevant accounting standards, regulations, and tax laws.

##### c. Indirect Cost Reporting:

- i. Perform indirect cost reporting to management.

##### d. Tax, Treasury, and Compliance:

- i. Manage tax-related matters, treasury functions, and ensure regulatory compliance.

#### 3. Audit Coordination and Expense Control:

##### a. Audit Support:

- i. Coordinate and support external audits and financial reviews to maintain transparency and accuracy.

##### b. Expense Management:

- i. Monitor and control expenses, aligning financial activities with approved budgets.

#### 4. Departmental Guidance:

##### a. Financial Guidance:

- i. Provide guidance and support to department heads in budget planning and expenditure monitoring.

##### b. Collaborative Planning:

- i. Collaborate with department leaders to ensure financial alignment with strategic objectives.

#### **5. Financial Operations Oversight:**

##### **a. Daily Financial Operations:**

- i. Oversee day-to-day financial operations, including accounts payable, accounts receivable, payroll, and cash management.

##### **b. Transaction Processing:**

- i. Ensure accurate and timely processing of financial transactions.

#### **6. Banking Relationships and Systems Management:**

##### **a. Relationship Management:**

- i. Manage banking relationships to optimize financial services.

##### **b. Systems Maintenance:**

- i. Maintain financial systems and software for efficient and organized financial operations.

#### **7. Strategic Collaboration:**

##### **a. Executive Collaboration:**

- i. Collaborate with the executive team to develop and implement financial strategies.

##### **b. Long-Term Financial Planning:**

- i. Provide insights and recommendations for long-term financial plans, contributing to organizational stability.