

## Job Description

<b>Job Title</b>	<b>Finance Manager</b>
<b>Department</b>	Business, Finance and Operations
<b>Position Overview</b>	<p>The <b>Finance Manager</b>, will be responsible for Internal and external reporting and presentation of all financial information produced by LISA, Invoicing and Collection, A/R, Budget Control, reporting calendar preparation, maintenance and compliance.</p> <p>This position will report to the Head of Finance and Accounting.</p>
<b>Key Expectations</b>	<ul style="list-style-type: none"> <li>○ <u>Child Protection</u> <ul style="list-style-type: none"> <li>○ All LIS employees are responsible for the safeguarding of children and must perform duties in accordance with the LIS Code of Conduct.</li> </ul> </li> <li>○ <u>Data Protection</u> <ul style="list-style-type: none"> <li>○ All LIS employees are expected to comply with existing laws and abide by the data protection principles</li> <li>○ It is an expectation that All LIS employees must be committed to ensuring the security and protection of the personal information that the organization processes, and to provide a compliant and consistent approach to data protection.</li> </ul> </li> <li>○ <u>Essential Agreements</u> <ul style="list-style-type: none"> <li>○ All Employees are expected to adopt and maintain a clear understanding of the, Schools Vision, Mission, Values and Parameters and embed these in all day-to-day practices and professional conduct.</li> <li>○ All Employees must abide by the school's policies, procedures, handbooks, employment contracts and/or other agreements (<i>as applicable</i>).</li> </ul> </li> <li>○ <u>Professional Growth Plans (PGP)</u> <ul style="list-style-type: none"> <li>○ All LIS employees are expected to engage in continuous improvement through learning and development and to submit an annual PGP.</li> </ul> </li> </ul>
<b>Duties and Responsibilities</b>	<p><b>Core Responsibilities:</b></p> <ul style="list-style-type: none"> <li>● Internal and External reporting of: all financial information produced by LISA, such as, but not limited to:       <ul style="list-style-type: none"> <li>○ Budget:           <ul style="list-style-type: none"> <li>▪ Operational</li> <li>▪ Capital</li> </ul> </li> <li>○ Financial Forecast:           <ul style="list-style-type: none"> <li>▪ P&amp;L</li> <li>▪ Balance Sheet</li> </ul> </li> <li>○ Cash flows:</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ Operational</li> <li>▪ 3 months rolling forecast</li> </ul> </li> <li>○ Status of the Business:           <ul style="list-style-type: none"> <li>▪ Quarterly Business review</li> <li>▪ KPIs Presentation</li> </ul> </li> <li>● Invoicing and Collection:           <ul style="list-style-type: none"> <li>○ Tuitions, Facilities Fees, Other Income</li> <li>A/R Ageing control</li> </ul> </li> <li>● Budget Control:           <ul style="list-style-type: none"> <li>○ Keeping all School individual Departments expenditures under Budget targets</li> <li>○ Monthly meeting with all School Budget holders on Budget performance, based on updated Business Variance Reports (BVR)</li> </ul> </li> <li>● Support to the Finance Manager in the preparation of all financial information to be presented to the School:           <ul style="list-style-type: none"> <li>○ Director and Principals</li> <li>○ Senior Leadership Team (SLT)</li> <li>○ Board Committees and Board of Directors meetings, as per request.</li> <li>○ Community in general</li> </ul> </li> <li>● Reporting Calendar:</li> <li>● Liaise with Accounting Leader on preparation, maintenance and on time and accurate compliance of the Finance Reporting calendar of the School.</li> <li>● <b>Management:</b> <ul style="list-style-type: none"> <li>○ Performance Evaluation for all direct reports, at least twice a year</li> <li>○ Professional development:               <ul style="list-style-type: none"> <li>▪ Identify employees needs and gaps to properly perform their jobs.</li> <li>▪ Get appropriate Professional development to help them to meet the expectations for each job position that is not yet met.</li> </ul> </li> <li>○ Department Vacations:               <ul style="list-style-type: none"> <li>▪ Control of Accounting personnel vacations calendar</li> <li>▪ Ensuring proper back up of critical positions are always respected to ensure proper operation and back up.</li> </ul> </li> </ul> </li> </ul>
<p><b>Knowledge, Skills and Competencies</b></p>	<ul style="list-style-type: none"> <li>● Excellent communication and Presentations skills in both written and spoken English and Portuguese is a must.</li> <li>● Microsoft office applications (excel, word, PowerPoint, office extension, etc.</li> <li>● Accounting Software knowledge:           <ul style="list-style-type: none"> <li>○ Primavera</li> <li>○ SAP</li> </ul> </li> <li>● Data Management Software:           <ul style="list-style-type: none"> <li>○ Veracross, will be a plus</li> </ul> </li> <li>● Excellent knowledge of reporting procedures, record keeping and filing.</li> <li>● Methodical, supportive and diligent with outstanding planning abilities to support all the areas of the School (administrative and curricular)</li> <li>● An analytical mind ability to comprehend the complexities of financial planning and performance</li> <li>● Results oriented and driven by business objectives</li> </ul>

	<ul style="list-style-type: none"> <li>• Angolan national or residence status</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Certified Public Accountant or Bachelor's degree in Accounting or equivalent</li> <li>• Presentation skills.</li> <li>• + 5 years experience in similar position</li> <li>• In-depth knowledge of local and international financial reporting standards and best practices.</li> </ul>

*The above is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, the School reserves the right to revise the job to reflect changes in the organization. The employee will undertake such other requirements as are necessary for the support of the Department and Luanda International School.*