

Job Description

Position Title	Analyst
Reporting to	
Direct Reports	

Responsibilities
<p>Budget & Planning</p> <ul style="list-style-type: none"> • Assist in the preparation of the departmental budgets & forecasts and implementation of budgetary control on day-to-day operations • Co-ordinate with departments and ensure proposed budgets for appropriateness of the estimation basis, the accuracy of the calculations, the logic of the assumptions and justifications, and proper classification of expenditure. <p>Financial Management and Reporting</p> <ul style="list-style-type: none"> • Provide ongoing financial analysis to support the project companies construction and operation phases • Assist in the preparation and timely submission of all reports to stakeholders (internal and external), regulators and individual departments. <p>Treasury:</p> <ul style="list-style-type: none"> • Handling banking transactions processing and manage local banking relationships • Assist in preparation of documents for bank facilities, such as open new bank accounts, Bank Guarantees, LC and TR • Set up audit track for project related payments: keep project contracts , execute the payments to project contractors and report to Finance Head if any discrepancy occurs <p>Accounting</p> <ul style="list-style-type: none"> • Assist in closing activities at project level before the it is staffed • Support and preparation of annual financial statements reports • Assist in preparation of monthly financial report • Assist in preparation of monthly Project reporting <p>Project Related tasks:</p> <ul style="list-style-type: none"> • Support in Project Execution related to Financing Agreements compliance and execution, project agreements and construction agreements • Support in Project Control with local teams coordination • Support in Project Treasury Management with local teams coordination, • Support Local project teams/advisors with Closing exercise and group reporting

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Person Specification	
Experience Requirements	<ul style="list-style-type: none"> • 3 Years of relevant experience • Big 4 or related function (Corporate Finance) background
Education Requirements	<ul style="list-style-type: none"> • Master's Degree related to Accounting / Finance / Economics • ACA/ACCA/CIMA/CPA or equivalent professional accounting qualification
Required Role Related/Technical Skills	<ul style="list-style-type: none"> • English Fluency Required – French is an advantage as many projects are located in French Speaking countries • Accounting concepts and accounting standard under IFRS accounting standards • Accounting software Microsoft Dynamics 365 • Ms Office Suite Experience
Interpersonal/ Behavioral Skills	<ul style="list-style-type: none"> • Strong Oral & Written communication • Strong presentation skills • Stakeholder management • Problem solving • Organization and planning • Accountability • Attention to detail

Reviewed by	
Job Title	
Date	