



## Job Vacancy- Finance Officer

**WYLDE International** is a professional services consulting firm that works with ambitious entrepreneurs seeking to grow and scale their businesses while delivering impactful products and services to their customers. Founded in 2004, WYLDE has worked with over 7500 entrepreneurs in cohorts or directly, enabling many of them to grow their businesses.

They seek to hire a **Finance Officer**. He/she will provide financial information to management by researching and analysing accounting data; preparing reports

### Key Duties and Responsibilities

1. Preparation of budgets, forecasts and business plans and continued monitoring & review of performance against them to enable robust reporting of variances to the Board and third- party stakeholders
2. Ensure tax and regulatory compliance
3. Prepare and maintain proper, accurate and up-to-date book of accounts
4. Institute financial controls and financial management measures
5. Ensure the preparation of timely and accurate monthly management accounts and reports for operational management
6. Ensure the accuracy and integrity of the Company's accounting records and financial systems
7. Production of statutory accounts for the company as and when required in accordance with the relevant accounting principles
8. Supervise and monitor the preparation of the financial statements of all the company
9. Liaise with different departments to ensure the Finance dept. is properly supporting the needs of the operating businesses
10. Coordination of external audit activities with company auditors
11. Support other departments towards the achievement of each departments annual goals and objectives
12. Effectively manage the working capital components of the Companies with specific attention to, suppliers, debtors and cash balances
13. Active management of overheads whilst seeking out areas for efficiencies for savings
14. Overseeing monthly processing of payroll and payments to all employees
15. Review and update, in line with good practice, the Companies internal control



environment and produce a Controls and Procedures manual for review and adoption by management

16. To assist the Accountants in respect of periodic reports to the Companies Audit Committee explaining the processes adopted and undertaken by management to keep under regular review the effectiveness of internal controls covering financial, operational & compliance controls
17. Play an active role in assisting management in the risk assessment process and embedding a risk management culture throughout the organization
18. Ensure returns for Corporation tax, VAT, NSSF, NHIF, WHT and other relevant taxes are submitted, payments made on time and all relevant regulations are complied with
19. Develop structures and procedures in regards to accounting systems and procedures to ensure tax efficiency for the company
20. Act as an agent of the firm with respect to banking transactions and managing relationships and transactions with the banks' officials

### **Required Specifications**

1. Minimum Degree in Finance or accounting
2. CPAK/ACCA Qualification
3. 5+ years of overall combined accounting and finance experience
4. Thorough knowledge of accounting principles and procedures
5. Experience with creating financial statements
6. Experience with general ledger functions and the month-end/year end close process
7. Excellent accounting software user and administration skills
8. Excellent organizational and time management and ability to manage deadlines
9. Great client-facing (customer service) and interpersonal skills

### **How to Apply**

If qualified and interested, please send your CV to [recruitment@wyldeinternational.com](mailto:recruitment@wyldeinternational.com) by **Wednesday 14th May 2025** indicating 'Finance Officer' in the subject line. **Interviews are on a rolling basis.** Only shortlisted candidates will be contacted. WYLDE International is an equal opportunity employer.