



Public Broadcasting Services Ltd

Finance Manager I – Job Description

- Actively supervise all accounting functions within the Finance Department. In doing so, the Job Holder is to ensure that all accounting transactions are properly carried out.
- Assist in the development of an effective and efficient accounting system, policies and procedures and update the same to ensure that all financial analysis is sound and comprehensive.
- Assist in forecasting financial problems and in conjunction with the Chief Finance Officer, plan methods on how to overcome such problems proactively and creatively.
- Achieve agreed targets set by the Board of Directors and the Chief Finance Officer.
- Actively administer the operational aspect of the Finance Department and assume immediate responsibility for any shortcomings of all subordinates.
- Verify that postings of documents, bills and payments are in conformity with Company processes and procedures. Periodically carry out spot checks to ensure that duties and responsibilities are being properly executed and assumed.
- Compile requests for payments approvals and approve payments with the Chief Finance Officer according to company policy.
- Assist the Chief Finance Officer in carrying out financial analysis when requested by the Board of Directors.



- Compile periodical financial statements, accruals and prepayments, depreciation, journal entries, salaries reconciliations, customer and supplier reconciliations and related workings.
- Be directly responsible for the classification and compilation of records of the Finance Department. In doing so, the Job Holder is to liaise with other Company Managers and other personnel who are directly or indirectly responsible for specific cost centers and budgets.
- Be directly responsible for the compilation of quarterly VAT returns/ NSO Statistics reports.
- Provide Internal and External Auditors with information and reporting as required.
- Provide other Company managers and indicated coordinators with enough financial and statistical information.
- Drive company vehicles when detailed to do so.

Requirements:

- MQF Level 6 in Accountancy or related subject, or reading a course that leads to MQF Level 6 in Accountancy or related subject, AND
- 2 years' experience in a similar position