



FINANCE MANAGER

The Company

Clean Tech Hub is a pioneering hybrid hub for the research, development, demonstration and incubation of clean energy technologies in Africa, and their validation for commercial stage development. It is an early start-up incubator for inventions and innovations in clean energy, a consultancy for sustainability and energy efficiency solutions for organizations, and a driver of clean energy investment into Africa. Clean Tech Hub is focused on addressing Africa's energy poverty, increasing energy access through clean, renewable energy and sustainability.

Position Summary

Clean Technology Hub is seeking a motivated Finance Manager to contribute to the success and growth of our Organization. As the Finance Manager, you will support the CTH's Finance department on Finance, Account and Audit.

Responsibilities

Accounting and Cash Flow:

- Monitor Company Cash Flow and Accounting.
- Manage receivable and payables in line with guidelines.
- Monitor Daily Account Reconciliation and Daily and Weekly Bookkeeping – Including Revenue Match deposits, Checking for Discrepancies; and making sure that all expenses are accurately recorded.

Financial Records:

- Maintain financial records including ledger, journal, petty cash, and cash books as well as bank details in a highly and strictly confidential manner.
- Oversee monthly closing, ensuring that all transactions for the month are recorded



accurately and deadlines set are met.

- Manage project costing and budgets as well as resources for minimal operational expenditure.

Project Forecasting:

- Participate in Project Budgeting and Forecasting as may be required by the organization towards Investments, Business Development or Grants.
 - Prepare invoices and debit memos relating to projects.
 - Follow-up with payments from grantors to ensure that funds are disbursed timely.
 - Maintain project-related records, including contracts and change orders.
 - Manage organization's CAPEX and OPEX matrix ensuring that the limits are within budget.
 - Ensure accurate and timely release of salary and other payments to staff.
- Oversee changes in salary and that accurate and consistent records of such salary changes are consistent with those of Human Resources.
- Close out project accounts upon project completion.

Financial Instrument Stewardship:

- Coordinate with local banks on bank account operations and needs – including ensuring that cheques are properly signed and recorded; Debit Cards are Functional;
Monitoring Online Accounts and Online Banking Transactions.
- Be in charge of payments – Rents, Vendor Payments – CAPEX and OPEX, Supplies,
Loan Payments, Including Discretionary Funds for the CEO for Business Development needs.
- Secure the proper filing and storage of all financial records and take responsibility for managing such storage facilities.



Clean Technology Hub
Energy Innovation Center



- Responsible for safe-guarding the company's interest in transactions and interactions, providing effective first level stewardship of the company's assets, resources, staff and holdings.
- Review and Update every 2yrs the organizations financial operating and accounting procedures in line with best standards.

Audit and Taxes:

- Prepare organization's books for proper internal audits on a quarterly basis.
- Prepare organization's books and accounts for yearly professional external audits.
- Prepare the organization's books in conjunction with operations that lead towards proper filing of yearly taxes and obtaining the government required yearly tax clearance certificate. Also, ensure that tax rebates and exemptions are fully applicable to the organization.
- Ensure that his/her professional credentials (ICAN; ACCA or related qualifications) are up to date and in good standing at all times.

Skills/Knowledge

- ICAN; ACCA or related qualifications) are up to date and in good standing at all times.
- Strong interpersonal skills and proficiency
- Proven track record with 2-3 years of experience in marketing or related field.
- Practical experience in Renewable energy
- Strong communication skills and ability to conduct trainings under extreme conditions
- Strong attention to detail and organization is a must.



Clean Technology Hub

Energy Innovation Center

- Fluency in written and spoken English. Proficiency in languages other than English, will be an added advantage.
- Team player who is also able to work independently and is a self-starter.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint), Google Suites and other Software Tools.
- Ability to travel internationally.





Who You Are

- A self- starter who is able to learn, work independently and passionately.
- You seek to take on new types of work, even without supervision.
- You show willingness to work, travel, and do what it takes to get the job done.
- You are comfortable with ambiguity and an ability to operate effectively in a changing context.
- You are able to react with appropriate levels of urgency to situations and events that require quick response.
- You can build strong relationships with clients and colleagues in a high paced environment.
- You must speak and write well and have a reasonably good command of English language usage and structure.

For interested applicants, follow the link to our jobs form here:

<https://bit.ly/CTHCareersPortal>

10b Samora Machel Street, off Yakubu Gowon Crescent, Asokoro Abuja

info@cleantechnologyhub.org

+2348096024444/+2348139186502
