



**Clean Technology Hub**  
energy innovation centre



## Assistant Manager, Finance

### 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 Tech Hub is seeking to hire an Assistant Manager, Finance who will play a pivotal role in shaping the financial landscape of the organization, overseeing key financial functions to ensure fiscal health and strategic alignment. He/She will contribute significantly to the organization's financial success by leveraging expertise to drive efficiency, foster growth, and ensure compliance.

### Key Responsibilities

#### Financial Planning and Analysis (30%):

- Develop and oversee financial planning strategies.
- Analyze financial data and provide insights for strategic decision-making.
- Collaborate with department heads to create accurate forecasts and budgets.

#### Risk Management (20%):

- Evaluate potential financial risks and propose mitigation strategies.
- Monitor market trends and regulatory changes affecting financial stability.
- Implement risk management policies to safeguard the organization's financial assets.

#### Financial Reporting (15%):

- Prepare comprehensive financial reports in accordance with regulatory requirements.
- Communicate financial performance to senior leadership and stakeholders.
- Ensure timely and accurate submission of financial statements.

#### Team Leadership (15%):

- Lead and mentor finance teams, fostering a collaborative and high-performance culture.
- Provide guidance on complex financial matters and foster professional development.
- Oversee day-to-day operations of the finance department.

#### Budget Management (10%):

- Manage the budgeting process, ensuring alignment with organizational goals.
- Track budget performance and recommend adjustments as needed.

- Streamline budgeting procedures for increased efficiency.

### **Audit and Compliance (10%):**

- Coordinate internal and external audits, ensuring compliance with relevant standards.
- Implement and enforce financial policies and procedures.
- Liaise with regulatory bodies to ensure adherence to financial regulations.

### **Qualifications & Experience:**

- Bachelor's degree in Finance, Accounting, or related field (MBA/CPA preferred).
- Proven experience as a Finance Manager or similar role, with a minimum
- Strong knowledge of financial regulations and compliance standards.
- Advanced proficiency in financial management software.
- In-depth knowledge of financial regulations and compliance standards.
- Proficient in financial management software.

### **Abilities, Skills & Attributes:**

- Exceptional leadership and team management skills.
- Strategic thinker with the ability to translate financial data into actionable insights.
- Strong communication and interpersonal skills.
- Detail-oriented with a robust analytical mindset.
- Proven ability to drive process improvements and optimize financial procedures.
- Adaptability to dynamic business environments.

**For interested applicants, follow the link to our jobs form [here](#)**

**Application Closing Date: 1st March, 2024**

No 1, Sarki Tafida Street, Opp NCBN, Guzape, FCT, Abuja  
[info@cleantechnologyhub.org](mailto:info@cleantechnologyhub.org) +2348096024444