



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](#)

No 1, Sarki Tafida Street, Opp NCBN, Guzape, FCT, Abuja
info@cleantechnologyhub.org +2348096024444