



Clean Technology Hub
energy innovation centre

FINANCE AND ACCOUNTS 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.

What You'll Do:

Finance Planning and Analysis

- Develop and monitor budgets and forecasts. Clean Tech Hub's leadership in an annual budgeting and mid-year re-forecast process; administer and review all financial plans every month and compare to actual results to identify, explain, and correct variances as appropriate.
- Develop short, medium, and long-term financial plans and projections.
- Partner with the CEO and Board Finance Sub-Committee to align financial management with short and long-term development planning and projections.
- Partner with the executive team to address all operational and strategic issues as they arise; provide strategic recommendations to the executive team based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Represent the organization to financial partners, including financial institutions, investors, auditors, etc.
- Oversee the preparation and approval of all financial reporting materials and metrics for funders, the Board Members, and key external constituents; prepare and communicate monthly and annual financial statements for internal and external use.

Business Partner to Senior Leadership Team

- Improve the impact and understanding of financial reporting on program & operational performance.
- Provide analysis and deliver insight that links financial reports to CTH's organizational goals and strategies.
- Provide effective procedures or initiate change to ensure key operational, program, and financial targets are delivered.

- Build partnerships and maintain strong relationships with all senior managers and their teams.

Financial and Accounting Management

- Manage cash flow and forecasting; direct all financial, project-based, and departmental accounting.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate standards and regulatory requirements.
- Maintain internal control and safeguards for receipt of revenue, costs, program budgets, and actual expenditures. Help ensure maintenance of fiscal policies and procedures.
- Consistently analyze financial data and present financial reports in an accurate and timely manner; communicate monthly, quarterly, and annual financial statements; monitor progress and changes, and keep senior leadership abreast of Clean Technology Hub's financial status. Coordinate activities between development and finance.
- Oversee all financial, project/program, and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for international and domestic governmental agencies, corporate, and foundation grants.
- Oversee all audit activities
- Oversee proper filing of tax returns
- Ensure legal and regulatory compliance regarding all financial functions.
- Develop appropriate investment strategies and oversee their implementation
- Produce financial reports for Clean Technology Hub and other funder grants; maintain shared grant reporting calendar due dates and submissions, including all required financial deliverables as stated per grant awards and contracts
- Update and implement all necessary business policies and accounting practices; periodically update the organization's accounting manual
- Remain up-to-date on best practices in nonprofit finance, business systems, and internal control measures, and state and federal law regarding nonprofit operations management
- Develop and manage direct staff.
- Engage other members of the senior management team to facilitate cross-department collaboration to ensure that all financial, IT, and HR solutions support Clean Technology Hub's evolving strategy, operational delivery, and data collection needs.

What We're Looking For:

- Bachelor's degree in Finance, Accounting, or a related field; a post-graduate degree will be highly preferred
- 5 - 7 years of relevant work experience as a middle to senior level professional; overall, at least 10 years of experience in finance and accounting

- Experience in a nonprofit organisation is an advantage
- Membership of recognised professional accounting organisations (ICAN or ACCA)
- Working knowledge of GAAP audits and other regulatory requirements in the financial field
- Expert technology skills, including MS Office (advanced proficiency in Excel), and working knowledge of Zoho, Xero, QuickBooks, and other popular software.
- Demonstrated success in a fast-paced environment, especially working as a self-starter and/ or transformer
- Flexibility and ability to work in a rapidly changing environment
- Excellent organizational and interpersonal skills
- Ability to listen, interpret, influence, negotiate, inspire, and challenge
- Excellent written and verbal communication skills, with excellent presentation skills
- Full range of strategic management and leadership skills
- Demonstrated ability to make and take responsibility for sound and far-reaching decisions
- Experience managing multiple projects and teams
- Ability to strategically assess and plan for the organisation's future needs
- Integrity, compassion, mission-oriented, and commitment to excellence.
- Displays good interpersonal skills at all levels
- Depth in lateral thinking, problem solving, and analytical skills

Why You Should Join Us:

- Making an Impact
- Clean Technology hub is an Innovative Environment
- Career Growth

Join us at Clean Technology Hub as a Finance and Account Manager, overseeing all financial operations within Clean Technology Hub.

Are you the right fit? We would love to hear from you.

Please apply [here](#)