



JOB PROFILE

1. JOB DESCRIPTION

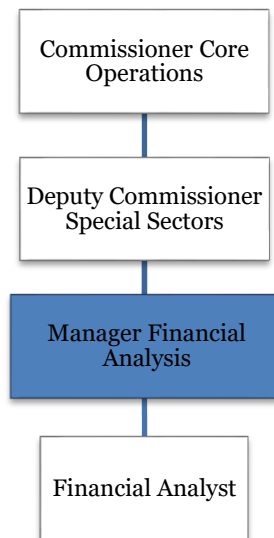
Job Title:	Manager Financial Analysis
Work Location:	RSL Head Office
Division:	Core Operations
Grade: D3	Last reviewed: September 2021

2. JOB PURPOSE

Responsible for management of complex financial trends and data analysis of special sectors aimed at improving compliance culture, revenue performance and reducing the costs of collection.

3. ORGANISATIONAL STRUCTURE

Organizational structure showing the position with two (2) levels above and one (1) below.



4. KEY RESPONSIBILITIES

Key Performance Areas

Duties and Responsibilities:

Leadership And Management

- Participate in and contribute to the development of the long term and short-term organizational strategies.
- Instill a service culture in Financial Analysis Section through collaborative leadership.
- Align sectional plans with organization's strategies and initiatives to ensure they achieve intended outcomes.
- Provide guidance and support to the direct reports in the implementation of Revenue Services' operations in a manner that ensures achievement of the strategic outcomes.
- Advise, build and maintain relationships with other business unit leaders to develop a clear understanding of business needs and create synergies across the Revenue Services.
- Develop, review and execute operational plans for the section, in line with departmental business plan.
- Lead implementation of mitigations and controls on strategic risks that impact on the sectional functions.
- Act as a focal point for communicating Financial Analysis related issues within the department and collaborate with other teams and vendors on any related Financial Analysis activities.
- Collaborate and communicate sectional plans with internal and external stakeholders in the implementation of sectional initiatives.
- Ensure effective delivery of Financial Analysis services through the management and orchestration of people, products, providers and processes.
- Mentor and coach sectional team through setting performance targets, giving feedback and confronting limitations in performance and supporting staff to improve.

	<ul style="list-style-type: none"> ➤ Entrench a full understanding of, and therefore lead the Financial Analysis Section in the 4DX framework in order to ensure effective execution of the strategic priorities. ➤ Contribute towards the recruitment, retention and development of requisite talent within Financial Analysis Section to build appropriate mix of business knowledge, technical skills and competencies.
Financial Analysis	<ul style="list-style-type: none"> ➤ Review and analyze cases referred to the Financial Analysis Section. ➤ Develop risk assessment criteria/methodology to select financial analysis cases for MNEs. ➤ Supervise financial analysis for special sectors and other MNEs and approve reports in line with set standards. ➤ Lead complex financial analysis or any other cases allocated to the manager. ➤ Build relations with relevant financial database sources for efficient and timely data collection. ➤ Establish in-house financial data base for use in RSL. ➤ Review special sectors financial reports and translate complex financial reports into clear and understandable taxation points.
Policies, Systems and Control	<ul style="list-style-type: none"> ➤ Contribute the development of Special Sector policies, systems, processes and procedures in order to enhance compliance.
Reporting	<ul style="list-style-type: none"> ➤ Provide monthly and quarterly reports on implementation of sectional initiatives for accountability and performance monitoring.

5. Work Conditions

- Indoor Work
- Meetings
- Extended hours
- Electronic Mail
- Sitting

6. JOB SPECIFICATIONS

1. Education *(Minimum education level requirements)*

Qualifications	Bachelor's Degree in Accounting/ Finance/ Economics/ Financial Analysis / Statistics
	OR
	Post Graduate Degree in above fields

2. Experience *(minimum necessary experience required)*

Post-Graduate	3 years' relevant work experience, 2 of which must be in a managerial / supervisory role.
Bachelor's Degree	5 years' relevant work experience, 3 of which must be in a managerial / supervisory role.
Experience in Special Sectors (Mining, Telecommunication and Financial Institutions or any other that may be classified as special sector by RSL) will be added advantage	

3. Training *(essential training necessary in addition to the above experience to perform the job)*

<ul style="list-style-type: none">➤ Leadership and Management Development Program➤ Transfer pricing principles➤ High proficiency in financial modeling techniques➤ Strong fluency with Excel formulas and functions➤ Customs, Excise and Tax Laws training➤ Business Taxation➤ Risk Management
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4. Middle-Management Competencies

<p>Collaborative Leadership: a leadership approach which emphasizes collaboration with, and therefore ownership by, staff and clients</p> <p>Agility: dynamic and a possibility-oriented thinking</p> <p>Service Culture: Prioritizing customer service in all business activities, decisions and every day operations</p> <p>Innovation: ability to develop innovative solutions for business needs</p> <p>Accountable: taking ownership; holding oneself and others accountable for delivery; leading in action to resolve issues, open to feedback and critique</p>

Change leader: proactively identifying and driving change in their area; strong change manager

Capability builder: driving talent development; proactively identifying capability gaps and develop strategies to address; good coach for their team

Conflict Resolution: mediates and resolves issues within the team and between the team and other stakeholders

Strategic Thinker ability to solve strategic problems that combine rational and convergent approaches with both innovation and a differentiated thought process

Business Acumen: keenness and quickness in understanding and dealing with a "business situation" (risks and opportunities) in a manner that is likely to lead to a good outcome.

5. Professional Certification

Any relevant and recognized professional certification (an added advantage)

6. Core Competencies

Behavioural Competencies

- Collaboration
- Problem solving Motivate
- Influence
- Horizontal & Vertical leadership
- Good Business Acumen

Functional Competencies (Technical)

- Strong analytical and data gathering skills
- Strong quantitative and analytical competency
- Negotiation Technique
- Advanced knowledge of Excel
- Strong Financial Modeling
- Tactical
- Data Analytics

7. Values

- Assertiveness
- Boldness
- Diversity embracing
- Networked
- Service first
- We care
- Risk taking
- We are responsive
- Shared ownership
- Agility and flexibility with healthy change appetite
- Team-work/ connectedness