

Island Life Assurance Co. Ltd

VACANCY

Finance Manager (FM/ILA/20)

Reporting to the company's CEO, the **Finance Manager** will:

- Oversee all company financials and accounts for the Life Assurance and Managed Pension Fund business
- Provide financial reports and interpreting financial information to members of Management Committee, pension Trustees, Board sub-committees and Board Committee
- Prepare and submission of Board and subcommittee packs
- Attend Management, Board, Board subcommittees and Trustee meetings as and when required
- Analyze costs, investment income, sales results and the company's actual performance compared to the business plan
- Prepare Annual Budget, Action Plan, Strategic Plan and ensure regular monitoring and reporting
- Treasury management
- Manage the annual budgeting cycle
- Liaise with regulatory authorities and other stakeholders including Fund managers and Investment Advisors
- Participate in business strategy and development
- Support month-end and year-end close process
- Ensure that all financial transactions are properly recorded, filed, and reported
- Coordinate the preparation of regulatory reporting and ensure compliance
- Conduct reviews and evaluations for cost-reduction opportunities
- Loan Management- loan approval
- Ensure statutory compliance with required financial controls
- Analyze and enhance key internal controls ensuring the accuracy and completeness of the MIS and internal management accounts
- Ensure a strong culture of control and accountability are embedded in systems and procedures
- Ensure monthly payroll and other HR related benefits are correctly computed
- Upgrade the efficiency of the Accounts preparation process
- Administer and document finance procedures and processes
- Assist and participate in the monitoring of the Risk Management Framework
- Coordinate with business units as well as external service providers and consultants for implementation of IFRS 17 and IFRS 9
- Provide assistance for the valuation exercise
- Coordinate Audit Processes
- Safeguard the assets of the company
- Ensure all company's assets are properly and adequately insured
- Liaise with the Company Secretary for all secretarial matters
- Manage & comply with MRA reporting requirements and tax filings
- Manage and develop the Finance department staff to deliver proactive support to business line management
- Define objectives and set up measurable customer-centric KPIs and KRAs and ensure that appropriate monitoring and reporting system is set in place
- Inculcate a strong service-oriented and accountability culture in the department for both internal/external customers as well as other stakeholders and ensure work is performed within lead time

Candidate profile:

- ACCA or any other professional qualifications/relevant degree with at least 5-8 years of experience in Accounting and/or Financial Analysis, preferably in an insurance environment
- Excellent business judgement, analytical and decision-making skills
- Negotiation skills and the ability to develop strong working relationships
- Commercial and business awareness
- Good communication skills – both written and verbal
- A keen eye for detail and desire to probe further into data
- Ability to stick to time constraints
- Ability to work and effectively communicate with senior-level business partners
- Strong demonstrated use of Excel, Word, and PowerPoint

If you feel you have the right profile for the job, please submit your application at recruitment@currinjee.com quoting **FM/ILA/20**.