

## **About the job**

### **About Us:**

Alliance Française d'Islamabad (AFI) is a not-for-profit organisation, registered under Section 42 of the Companies Ordinance of 1984 (Companies Act of 2017). AFI is operating autonomously with no political or religious commitments, in a global network of over 800 institutions worldwide (133 countries). The network is coordinated by the Paris-based Alliance Française Foundation (Fondation Alliance Française). Alliance Française network was founded in 1883 in Paris under the aegis of Paul Cambon and Pierre Foncin, around personalities such as Jules Verne, Louis Pasteur, Ferdinand de Lesseps, Armand Colin and Ernest Renan.

### **Position Purpose;**

We're looking for an exceptional Finance Manager to lead our financial strategy and drive business growth. As a key member of our team, you'll oversee all financial aspects, including planning, budgeting, forecasting, and reporting. Your expertise will guide senior management in making informed financial decisions and ensure regulatory compliance. If you're a seasoned finance professional with a strong leadership background and a history of achievement, we encourage you to join our team and help shape our financial future.

### **Roles & Responsibilities;**

- Supervise and direct all aspects of financial management, encompassing accounting, budgeting, treasury, and taxation.
- Formulate and execute financial strategies, policies, and procedures aligned with organizational objectives.
- Develop comprehensive budgets and forecasts, ensuring accuracy and realism.
- Monitor financial performance, identifying discrepancies and recommending corrective measures as needed.
- Prepare and present timely financial reports, including monthly, quarterly, and annual statements.
- Ensure adherence to regulatory requirements, accounting standards, and tax laws.
- Foster strong relationships with external stakeholders, including banks, auditors, and regulatory authorities.
- Provide senior management with strategic financial analysis and insights to inform decision-making and drive business expansion.
- Optimize financial resources and mitigate risk through effective cash flow management, liquidity strategies, and investments.

## **Education & Requirements;**

- ACCA or CA qualification is required.
- In-depth knowledge of accounting principles, financial regulations, and tax laws.
- Advanced proficiency in financial management software and Microsoft Excel.
- Proven experience in a senior finance leadership role.
- Strong financial acumen and analytical skills, with the ability to interpret complex financial data and make strategic recommendations.
- Excellent communication and presentation skills, with the ability to effectively communicate financial information to non-financial stakeholders.
- Demonstrated leadership ability, with experience managing and developing finance teams.
- Ability to work calmly under pressure while maintaining meticulous attention to detail.
- Excellent written, verbal, and interpersonal communication skills.
- Experience in strategic planning and business development.
- **Knowledge of French is a plus!**

## **Benefits;**

- Competitive salary and annual bonuses.
- Comprehensive health and wellness benefits.
- Opportunities for professional growth and development.
- A dynamic and innovative work environment.
- Opportunity to learn French Language
- Lunch at the office.