

## **JOB DESCRIPTION**

# **Chief Financial Officer Skills & Qualifications:**

Financial Planning & Strategy, Managing Profitability, Strategic Planning, Vision, Quality Management, Forecasting, Corporate Finance, Developing Budgets, Financial Skills.

### **Chief Financial Officer Job Duties:**

1. To determine accountabilities of the manpower of the accounts department, communicating & enforcing values, policies, & procedures, training them.
2. Develop finance Institutional strategies by contributing financial & accounting information, analysis & recommendations to strategic thinking & direction, establishing functional objectives in line with Institutional objectives.
3. Established finance operational strategies by evaluating trends, establishing critical measurements.
4. Develops Institutional prospects by studying economic trends & revenue opportunities; projecting acquisition & expansion prospects; analyzing institutional operations; identifying opportunities for improvement, cost reduction, & systems enhancement; accumulating capital to fund expansion.
5. Develops financial strategies by forecasting capital, facilities, identifying monetary resources, developing action plans.
6. Monitors financial performance by measuring & analyzing results; initiating corrective actions; minimizing the impact of variances.
7. Maximizes return on invested funds by identifying investment opportunities. maintaining relationships with the investment community.
8. Reports financial status by developing forecasts, reporting results; analyzing variances; developing improvements.
9. Accomplishes finance & institutional mission by completing related results as needed.