

GENERAL FUNCTION DESCRIPTION -- FINANCE AND ADMINISTRATIVE SUPERINTENDENT

Location	GP CHIRANO PLANT-- GP GHA NORTH
Immediate Supervisor	Plant Manager -- GP Chirano Plant - Genser Energy Ghana Limited
Subordinates	Account Associate and HR and Administrative Associate
Main objective	Management of finances and administrative functions of the Plant and initiate policies and procedures that ensure effective use of Company's financial resources and serve as a liaison with external auditors and coordinate their activities on behalf of the company

Procurement and Logistics

1. Ensures that all Purchase & Service Order Agreements are legally, financially and commercially compliant.
2. Works with VP Finance & VP-Operations to optimize tax on foreign procurement and clearing of goods at the country's ports.
3. Ensures that funds are made available on time for procurement of materials, technical services and spares for overhauls and mandatory inspections

Construction, Installation & Commissioning

1. Works with the EPC team to ensure that payment for services and Contractors on the job are effected on schedule to minimize delays to project completion date.
2. Ensures project cost and expenditure are properly tracked for the evaluation of project cost variances and actual cost of the project.

Finance & Compliance

1. Develops the financial targets/KPI for incorporation in the business plan for the IGCC in accordance with business needs and ensure successful implementation
2. Complies with the agreed Station Budget per business plan and inform Plant Management if budget is likely to increase beyond 10%.
3. Ensures that the station to complies with all pre-approved and acceptable Financing & Corporates rules and standards.
4. Develops and submit monthly, quarterly and annual Station Reports to the Plant Manager.

Organizational Development

1. Supports the Plant Manager to develop and staff the Finance and Administration section of the O&M Team.
2. Implements training and development programmes for the Finance and Administration staff in line with Financial and business needs.
3. Supports the Plant Manager to implement changes to meet global strategies and to achieve world-class performance
4. Manages Finance and Administration staff, and resources in line with agreed business strategy.
5. Develops and implement necessary measures to ensure flexible work practice and team building.
6. Carries out performance appraisal of subordinate staff.

Operations and Maintenance

1. Develops and implements financial and administrative policies and procedures relating to payroll, book keeping, insurance, budget cost, control, accounting functions, inventory management, control and financial reporting.
2. Develops budgeting methodology and assist other budgets and quarterly/annual reports.
3. Consolidates budgets from Departmental Managers on quarterly/annually basis for submittal to the area Manager
4. Develops, plans and implements goals and objectives for the Finance and Administration section of the IGCC station.
5. Directs, oversees and participates in the departmental work plan, assigns work activities, finance and administrative projects and programs.
6. Manages the preparation and maintenance of a variety of financial records and reports including those related to general ledger, accounts payable, accounts receivable, payroll, job costing, inventories, budgets and fixed assets.
7. Coordinates departmental activities with other departments, provides responsible advice and counsel to the Departmental Manager on a variety of financial and administrative issues.
8. Oversees the maintenance of departmental records and files, administers liability and claims and property insurance programs.
9. Manages information technology support services for the company including installation, maintenance and upgrade.
10. Conducts financial reviews of Company operations and activities and reports findings and recommendations to the Plant Manager.

11. Coordinates preparation of annual budget, monitors expenditure after budget adoption, establish and maintain relationships with business customers or provide assistance with problems these customers may encounter.
12. Ensure that all station strategic, financial and manpower targets are achieved.
13. Performs any other work that the position may demand or instructed by the supervisor

QUALIFICATIONS:

- Degree in Accounting and Professional Qualifications as well as Maters Degree (MBA) in Finance will be an advantage.

EXPERIENCE:

- At lease six (6) years of Post qualification experience in a similar or related industry (National Service) and two (2) years in a manger position.

KNOWLEDGE, SKILLS & EXPERIENCE:

- At least six (6) years of Post qualification experience and competence in power plant operations and maintenance (Excluding National Service period) and two (2) years in a manager position.
- Ability to build a high level of trust, develop a team approach, lead, empower and motivate staff to achieve optimum performance
- Business acumen to formulate decisions in a dynamic commercial environment.
- Good communications/inter-personal skills, self-motivated, with the ability to manage people and resources with optimum effectiveness.

COMPLEXITY & CREATIVITY-PROBLEM SOLVING:

- Ability to define complex technical and human problems and develop a range of solutions in differing situations.
- Ability to manage financial and human relations issues in a continually changing business environment.
- Comfortable with complexity and ambiguity and capable of decisive action.
- Ability to co-ordinate activities across a wide range of discipline

JUDGEMENTS-DECISION-ADVICE:

- Ability to create a culture to achieve maximum input to solving actual and potential problems.
- Awareness of one's competencies.
- Capability of significant autonomy in decision making in regard to personnel and technical matters.
- Ability to source financial/commercial information and advice quickly.

OPERATIONS ALLOWANCE

Bucket	Status	Comment
Location Allowance	50%	GP Chirano Plant is located outside a municipal area
Overtime Allowance	15%	GP Chirano Plant is a production system in Ghana
Night Shift Allowance	0%	Position not shift work
Standby Allowance	10%	Position not shift work