



### **Employing Company: Tebita Ambulance**

Tebita Ambulance Pre-Hospital Emergency services is the first private ambulance and emergency service provider of its kind in Ethiopia. The company is looking to hire a Financial Manager with relevant experience in the same sector at a management level with team leadership skills. The objective of the position is to establish and run standard financial procedures and systems that assist the technical work of the company both efficiently and effectively.

### **Skill REQUIREMENT:**

Good oral and written communication skills, self-motivation, initiative and the ability to work as part of a team. Excellent problem solving, analytical, technical, IT and numerical abilities are crucial.

### **Core Responsibilities:**

- Management:
  - Maintain a documented system of accounting policies and procedures
- Funds management:
  - Formulating strategic and long-term business plans, projecting financial statements
  - Forecast cash flow positions, related needs, and available funds for investment
  - Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
  - Maintain banking relationships and arrange for debt / equity financing
  - Assist in determining the company's proper capital structure
  - Designing financial controls
- Budgeting:
  - Manage the preparation of the company's budget
  - Report to management on variances from the established budget, and the reasons for those variances
  - Assist management in the formulation of its overall strategic direction
- Financial analysis:
  - Providing and interpreting financial information from local and international market perspectives.
  - Review company bottlenecks and recommend changes to improve the overall level of company throughput
  - Participate in target costing activities to create products that meeting predetermined price goals
  - Assist in the determination of product pricing in relation to features offered and competitor pricing
  - Compile key business metrics and report on them to management
  - Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis
  - Create additional analyses and reports as requested by management
- Accounting
  - Maintain a systematic filing and documentation of financial records
  - Timely and accurately posting transactions
  - Ensure taxes are timely declared and paid



- Ensure the books are prepared in conformity with the tax law
- Ensure appropriate controls are in place per the accounting manual
- Prepare periodic report for management purpose
- Prepare a weekly cash position reports
- Reconcile on monthly bases bank accounts, receivable, payable, inventory, cash on hand and other accounts that may need reconciliation
- Timely alert and advise management any irregularities and / or non-conformity with the tax law
- Apply the appropriate software (Peachtree, QuickBooks, etc....) that is fit to the organization finance management system

**Qualifications:**

Based on our experience, we believe candidates with the following qualifications are likely to be most successful:

- Bachelor's degree in Accounting or equivalent
- 5+ years of work experience
- Expert-level analytical and financial modeling skills
- Demonstrated ability to write and speak English is mandatory.

**How to Apply:**

Tebita Ambulance invites qualified applicants to submit to [ygetachew@renewstrategies.com](mailto:ygetachew@renewstrategies.com) a CV, along with a cover letter describing your qualifications related to the requirements for this position, salary expectations and reasons for applying. Applicants should include their undergraduate and graduate GPAs in their CVs. We may request a writing sample, references, a case study quiz and other materials from candidates who advance through the application process.

A friendly suggestion to candidates: Please pay attention to details and follow instructions, providing the information requested. Only complete applications will be considered.

Application Timeline: We will begin interviewing candidates on a rolling basis as early as the post date.