



Career opportunity

Job Descriptions



Director/Finance

DIRECTOR/FINANCE

Job Summary:

To manage, supervise and coordinate the Finance and Accounts function, advice Management on financial and corporate issues, and advise on the management and accounting for the resources of the Company. Provide financial information to guide management decision making.

Core Duties:

- Ensure that all financial accounting transactions are properly described, collated, classified and recorded.
- Provide accounting information to Corporate Services and all other functional units requiring financial information.
- Organize the Finance Directorate to properly maintain relevant documents and accounts to highlight current position in respect of revenue and expenditure and other financial transactions of the Company.
- Ensure the preparation and submission of monthly Income and Expenditure reports to management and the board.
- Ensure the preparation of annual budget responsive to the corporate plan for management and Board approval.
- Access financial operations by ensuring the regular monitoring of the budget by relating financial accounting data to budgeted figures in order to determine variances for necessary management action.
- Ensure the efficient maintenance of a fixed asset register.
- Ensure the preparation of cash flow forecast at the beginning of every month.
- Determine the financial opportunities existing on the money and other markets and manage investments.
- Manage the loans/debt portfolio and the Company's trade financing activities, and ensure appropriate treasury management.
- Ensure the existence and regular update of accounting systems and manuals.
- Manage and process statutory deductions and payments, staff payroll etc.
- Ensure the provision of accurate and timely financial information and other related reports to management and stakeholders.
- Ensure prudent disbursement of the company's funds.
- Ensure that systems and procedures and organizational structures are established to achieve effectiveness and efficiency in the Directorate.
- Develop and implement business plans for the Directorate.
- Oversee the Regional Financial Management and Accounting functions.
- Provide inputs for the formulation and review of the Company's strategic plan and annual budget proposals.
- Undertake Staff performance review of the Directorate.
- Review performance of the Company on a quarterly and annual basis.

Job Specification:

- Minimum of Masters degree in Finance/Accounting or an equivalent relevant degree
- A basic recognized professional qualification in accounting , ICA (GH), ACCA, CIMA.
- A Minimum of Twelve (12) years post-qualification experience. At least Eight (8) years of work experience should have been at Managerial level.
- Requires excellent interpersonal and communication skills to relate to Bankers and must be computer literate.
- Membership of a recognized professional body.
- May be expected to work for long hours beyond normal working hours and must be able to work under pressure and achieve results.
- Appreciation of the electricity industry and knowledge of utility management.
- Excellent skills and abilities in negotiation, coordination of work of senior managers, networking, interpersonal relations and communication.
- Must be hard working and show commitment and self-discipline.

Must have people management skills



Director/ICT

DIRECTOR/ICT

Key Responsibilities

Strategy & Policy Development

- Provide technical expertise in the development and implementation of strategy/ business plan for the ICT Directorate as input into the overall Corporate Strategy of the Company.
- Provide leadership and direction in the development of policies, Standards Operating Procedures (SOPs), work plan and other support systems including monitoring mechanisms in managing the ICT Directorate of the Company to achieve targeted objectives.
- Provide technical expertise and guidance in the development of Information Systems Security policies to ensure maximum protection of the Company's ICT systems.

ICT Governance

- Liaise with Management and provide technical expertise/guidance in the development of ICT governance policies, procedures and standards on architecture, security, disaster recovery, standards, data hosting and service provision and monitor its implementation to ensure compliance.
- Provide leadership in the development of written documentation (manuals) to support software applications and procedures and update all computers and network related policies and guidelines as appropriate.
- Responsible for the design and implementation of short/long term strategic plans to ensure that the Company's data centre capacity meets existing and future operational requirements.
- Responsible for the development, management and administration of Service Level Agreements to ensure that Service Providers provide High System availability to facilitate the Company's operations.
- Responsible for defining business and systems requirements for new technology implementations within the Company.

ICT Infrastructure Design & Management

- Provide leadership and direction on functional requirements and technical specifications in the acquisition/purchasing of hardware and software to meet current and future ICT needs with regard to emerging technologies and its impact on Electricity generation/distribution and operations.
- Responsible for managing the deployment, monitoring, maintenance, upgrade and support of all ICT systems, including servers, PCs, operating systems, telephones, software applications and other peripherals to all the Company operational areas.
- Oversee the development, design and implementation of new applications and changes to existing computer systems and software packages.
- Responsible for conducting research/studies on existing/new computing technologies and system enhancements to determine potential value for the Company and its new business initiatives.
- Responsible for the design, implementation and management of all ICT infrastructure and projects of the Company.

- Responsible for the effective management and usage of software, hardware, data and voice communication resources of the Company.
- Liaise with the Public Relations Department and provide technical advice in designing, developing and maintaining the Company's Webpage/site and content upgrades.
- Lead and direct technological research and identify new initiatives and infrastructure to support all operations and projects.

Data & Server Management

- Lead/direct the development of data management and reporting systems for the Company's operations as well as support other Directorates in their data management/reporting systems.
- Oversight responsibility for ensuring that data centre and server management operations are performed at very high standard with excellent availability, reliability, maintainability and security of service.
- Responsible for the development and implementation of Disaster Recovery, IT Security and Business Continuity Plans for the Company and monitor to ensure adherence to guidelines.
- Responsible for the development and maintenance of an integrated and comprehensive database/information system for managing the Company's operations.

Monitoring Standards

- Provide leadership and guidance in all ICT related investigations and recommend corrective actions for prompt resolution to facilitate the operations of the Company.
- Responsible for ensuring that ICT standards within the Company are adhered to in line with approved guidelines and principles.
- Responsible for developing IT control systems and monitor to ensure that the Company is protected against IT intrusion and other attacks e.g. illegal database updates, viruses, etc.
- Responsible for monitoring the licensing and use of hardware/software and implementation of approved maintenance programmes to resolve failures.

Technical Advisory Support

- Provide technical expertise and advice on systems upgrades, installations, conversions and file maintenance.
- Provide technical advice and leadership in the development of information databases and resources including call centre services, Assistive Technology database, the Customer Management Suite, etc. to facilitate the Company's operations.

Stakeholder Relations & Management

- Establish and maintain professional relationship with Service Providers, Telecommunication Companies and other stakeholders to facilitate the operations of the ICT Directorate and the Company.
- Negotiate and administer contracts and service agreements to Consultants, Vendors, Outsourcing Agencies, etc. in line with approved policies and procedures.

Financial & Audit Management

- Responsible for the preparation of the annual budget of ICT Directorate and monitor its implementation to ensure compliance.
- Assess and communicate risks associated with ICT-related investments and purchases within the Company.
- Develop business case justifications and cost/benefit analyses for technology spending and initiatives.
- Lead in ICT Tender, Evaluation, Testing, Installation and Acceptance.
- Coordinate all internal and external audit programmes at the Directorate and follow-up to ensure that audit queries are handled expeditiously.

Information & Reporting

- Stay abreast with new and emerging developments in the ICT sector/arena and advise Management on new trends/practices and its related business initiatives in the Energy Distribution sector to enhance ICT projects and infrastructure to facilitate the operations of the Company.
- Proactively identify and develop new and innovative ways of disseminating information to clients and the public using ICT technology.
- Responsible for the preparation of monthly/periodic and annual reports on issues relating to ICT and any other statutory reports.

Employee Performance & Development

- Maintain a professional ICT staff with sufficient knowledge, skills, experience and professional certification to meet the requirement of the Company.
 - Hold direct reports accountable for managing their assignments to ensure the Directorate's goals are achieved.
 - Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
 - Identify training needs and facilitate training for subordinate staff.
-

JOB SPECIFICATION

Education

- Master's degree or its equivalent professional qualification in Electrical/ Electronic Engineering, Computer Science, IT Governance, Project Management, Management Information Systems or related field.
- Must be a member of a recognized professional body in ICT

Experience

- Twelve (12) years relevant working experience with at least 7 years in senior management position.

Knowledge & Skills

- Excellent experience and understanding in Information Security, IT Risk Management, Governance and/ or Compliance.
 - Demonstrated knowledge and understanding of the principles of change management and change control in an ICT systems environment.
 - Strong technical knowledge and understanding of network and PC operating systems, including UNIX operating system.
 - Strong technical knowledge and understanding of current network hardware, protocols and standards
 - Excellent experience and understanding in Software Quality Assurance and Control, technical writing and Business Intelligence Analysis.
 - Excellent experience in introducing quality assurance processes in an organisation.
 - Well-developed strategic orientation with competitive awareness and benchmarking.
 - Proven planning and organizing skills.
 - Excellent knowledge of Operating and Security Systems.
 - Excellent knowledge of Data and Telecommunication Systems.
 - Excellent knowledge of Database and Electronic messaging
 - Must be abreast with ICT trends/developments in the energy distribution sector.
 - Considerable knowledge/understanding of energy distribution practices and operations.
 - Strong negotiation and conflict management skills.
 - Excellent communication and presentation skills.
 - Ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all categories of employees.
 - Strong project management skills.
 - Ability to meet deadlines and execute projects.
 - Ability to work in a fast paced and often pressured environment.
 - Sound decision making based on a thorough analysis.
- Strong leadership, managerial, mentoring coaching and interpersonal skills in a "team" setting.



Director/Legal

DIRECTOR/LEGAL

Job Summary:

- To advise on the legal implications of all the Company's transactions.
- To ensure that the company complies with related legislation; is legally protected and that all transactions entered into by the Company meet appropriate legal requirements.

Core Duties:

- Advice and act on all legal matters including litigation.
- Advise the Board and management on the legal implications of all decisions and policies.
- Vet all documents including agreements that are provided as security.
- Institute legal proceedings on behalf of the Company and represent the company at the courts on legal matters.
- Ensure effective processing of documents for governmental agencies e.g. lands department.
- Report on all recoveries to management.
- Ensure that appropriate and proper valuation is carried out on lands.
- Ensure that the Land Valuation Board rightly establishes rates of compensation to be paid.
- Ensure that appropriate compensations are paid promptly for lands and farms.
- Prepare and send demand letters to defaulting customers.
- Legally acquiring appropriate right of way for all transmission lines.
- Brief Management on the current situation of the Directorate.
- Develop and maintain a philosophy of management and corporate culture that foster co-operation, commitment, efficiency, accountability and productivity in the Directorate.
- Develop in collaboration with the Management Team organizational and operational policies and procedures.
- Develop and implement business plans for the Directorate.
- Prepare all foreign and local agreements for contract sums covering funding agencies and consultancies etc.
- Provide legal opinions on issues sought for by management and all other functional units of the Company.

Qualification:

- Minimum of a first University Degree or professional qualification in Law, BL, LLB. A second degree in Business Administration or related field would be an added advantage.
- A Minimum of Twelve (12) years post-qualification experience. At least Eight (8) years of work experience should have been at Managerial level.
- Appreciation of the electricity industry and knowledge of utility management.
- Membership of a recognized professional body.
- May be expected to work for long hours beyond normal working hours and must be able to work under pressure and achieve results.
- Excellent skills and abilities in negotiation, coordination of work of senior managers, networking, interpersonal relations and communication.
- Must be hard working and show commitment and self-discipline.



Deputy Managing Director – Finance

DEPUTY MANAGING DIRECTOR – FINANCE

Location

Head Office

Responsible to

Managing Director

Direct Reports

Heads of Finance, Human Resource, ICT and Procurement

Role Purpose

The purpose of this role is to harmonize and manage the operations of the directorates listed above for effective provision of technical services that should enhance customer satisfaction while ensuring corporate profitability.

Key Responsibilities

1. Act as deputy to the Managing Director in the executive leadership of the Company across the defined range of functions.
2. Primary accountability for Finance, HR, ICT, and Procurement - Directorates. Developing appropriate frameworks and ensuring prudent and equitable deployment of resources among these directorates to deliver effective technical services while avoiding wasteful duplication in critical areas.
3. To ensure availability of resources in the 4 directorates listed to enable the various regions and districts to meet agreed targets.
4. To ensure the development of appropriate financial strategy to ensure the Company maintains a healthy financial position at all times.
5. To oversee the preparation of corporate budget and review all financial reports.
6. Provide regular information on the financial position of the Company to the Board sub-committee of Audit and Finance
7. Ensure that the Company always meets its Financial and Legal responsibilities, ie. Payment of Social Security of Employees, Tax and others.
8. To ensure that the Company's ICT investments are continually aligned with its strategic business objectives.
9. Ensure the maintenance of an ICT infrastructure that will meet the Company's current and future information processing needs.
10. Oversee a regular review of the Company's ICT Policy including its Security Strategy
11. Oversee the development and implementation of effective energy marketing and sales plans for the Company.
12. To ensure the management of performance contracts with all operating regions in order to meet corporate revenue targets.

13. To ensure availability of adequate resources for effective revenue protection activities throughout the Company.
14. To ensure the provision of relevant information for tariff negotiations
15. To ensure that procurement of all goods and services undertaken within the Company complies with the Procurement Law and that the Company always has value for money
16. To oversee the composition of the Tender Committee and Regional Boards of Survey
17. Shall lead all negotiations with respect to offers for supplier's credit, loans, bilateral and donor funding agreements.

Financial Approval Authority

Shall have spending and contractual authority up to 50% of the Board-approved limit of the Managing Director.

JOB SPECIFICATION

Education

- Minimum of Masters degree in Finance or an equivalent relevant degree.
- Membership of a recognized professional body, ICA (GH), ACCA, CIMA etc
- Masters' degree in Business Administration
- Professional certificate in Project Management

Experience

- Minimum of fifteen (15) years post qualification experience. Ten (10) years of which must be in senior management position.
- Commercially astute with a proven experience of attracting funding.
- Experience in project development and management
- Experience in staff management and supervision
- Experience in developing and maintaining working relationships with senior figures in the Company and other institutions.
- Knowledge of relevant elements of the Power Policy

Skills and Abilities

- Ability to inspire, lead, and motivate staff to deliver outstanding results.
- Excellent oral and written communication skills
- Literate in information and communications and digital technologies.
- A commitment to quality
- Ability to monitor and evaluate staff performance

Personal Qualities

- Highly motivated with a determination to succeed
- Adaptability to change and embracing innovation and creativity
- Approachable, committed, organised and resourceful
- Creative in problem solving situations together with a willingness to take on or try new approaches and ideas.



kpmg.com/socialmedia

©KPMG 2018. A partnership established under Ghanaian law and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved.