

Organization: 2C Health Solutions
Position: Finance Manager
Location: Karachi
Job Type: Full-time

Full Job Description:

2C Health Solutions is a leading global Telemedicine Company and digital health solution provider. We are looking for a competent individual for the role of a Finance Manager.

The Finance Manager is responsible for accounting, budgeting, analysis, and overall financial management. The position requires a strong grip on revenues and expenditures leading to operational management of cash flows with an aim to establish cost structures and determine the feasibility for new projects. Additionally, the role requires active engagement with team members to support company-wide strategy and direction.

Roles And Responsibilities:

Work with the CEO to deliver annual budget and forecasting, monitor and report on performance against budget.

Collect, organize and prepare financial reports, Expense Statement, Balance Sheet, Income Statement, Cash Flow statement.

Perform financial analysis to present company metrics, profitability, cost, and variances through detailed reports.

Highlight strengths and weaknesses that are identified as a result of the analysis and provide recommendations to achieve improved financial results.

Create projections and develop a budget by studying the trends closely with the aim of giving objective and quantified feedback to top management to aid them in pursuing companywide objectives.

Preparation & disbursement of Monthly Payroll and updating Master Record of Employees.

Facilitate audit to ensure compliance in the financial reports and statements.

Manage, control, and evaluate department budgets with relevant department managers in driving efficiencies and improvements.

Responsible for asset maintenance and reporting, which include assets owned and leased including hardware and software subscriptions and merging the usage in expense analysis for determining the utilization rate for resources available at hand.

Ensure effective implementation of policies and procedures for timely invoicing and collections process.

Regular follow-ups with the customers/business heads to ensure timely invoicing and collections.

Develop a process to identify clients that default on payment terms and ensure timely feedback to business heads/management for appropriate course of action.

Maintain the Accounts Receivables aging dashboard covering accounts receivable balance, bad debt provision, and days' receivable outstanding and coordinate with the relevant stakeholders.

Ensure appropriate certificates related to Withholding tax, VAT etc., as deducted by the customers, are collected on time.

Take charge of all bank transactions and keep track on that.

SKILLS:

Demonstrated ability to work independently, prioritizing workloads and partnering cross-functionally, while delivering against tight deadlines.

Experience developing/optimizing finance processes for speed, agility, and insight.

Demonstrated ability to dive deep on ambiguous challenges and deliver actionable insight.

Advance MS Excel, Microsoft Office, data analysis experience are required.

QuickBooks, Xero Accounting Software or any other customized software.

Flexible working hours required as per varying time zones.

Strong analytical, communication, and problem-solving skills with keen attention to detail.

Good inter-personal skills, excellent written and verbal communication skills, ability to communicate effectively with customers and internal stakeholders.

Capable to take ownership for taking special task on immediate basis.

Strong ethics, with an ability to manage confidential data.

Qualification Required:

Masters and Professional Certifications degree in Finance, Accounting, or relevant field.

Experience Required:

2-3 years of experience working in similar capacity for a reputed organization and 2 years of experience in assisting Accounts Receivable operations.

* Please note that salary will be negotiable according to the experience and only shortlisted candidate will be contacted.

Apply: <https://pk.indeed.com/job/finance-manager-eb3b33ff3c1c7adc>