

IHK BUSINESS PERFORMANCE MANAGER

OVERALL JOB PURPOSE

Responsible for managing IHK's Business performance reporting under the Finance function to provide accurate and timely financial information to the Business Unit & Group Finance team, ensuring that all performance reports across the Business Units are appropriately prepared.

JOB REQUIREMENTS

- A business degree or any other relevant degree
- Fully qualified (CPA/ACCA/CIMA or equivalent) or in the advanced stages of completion.
- A minimum of 5 years of working experience
- Extensive experience in the retail or manufacturing industry
- Experience and knowledge in Ugandan tax laws
- Business acumen coupled with financial prudence
- Ability to multi-task effectively and drive performance in a complex environment
- Experience with one of the Big 4 firms would be an added advantage

KEY COMPETENCES REQUIREMENTS & ATTRIBUTES

- Ability to maintain accuracy and attention to detail under tight deadlines
- Flexible and willing to work overtime as and when required
- Capacity to use own initiative
- Strong analytical and financial modelling skills
- Excellent interpersonal skills
- Strong ethics and personal integrity

KEY RESULTS AREAS

- Continuous monitoring and improvement of the revenue and receivables processes and controls to ensure minimal revenue leakage
- Collection of receivable amounts from insurance, corporate and private patients
- Development and preparation of revenue reports that would highlight areas in the business that need focus
- Budget and forecast information preparation
- Oversight of the billing processes
- Documentation of processes and policies where
- Coaching and mentoring

SPECIFIC JOB RESPONSIBILITIES

1. Support the Finance Manager and COO in the preparation and review of IHK strategy, budgets, and forecasts i.e. identifying the key inputs and assumptions and building incorporating into the model.
2. Preparation of revenue analysis and receivables reconciliations on a regular basis, explaining key drivers for the results on a timely basis and proposing solutions to problematic areas in relation to revenue generation.
3. Propose enhancements to the financial system to facilitate the extraction of elaborate data to drive business.
4. Review and oversight of the theatre revenue to ensure complete, accurate and timely processing of payments to specialists
5. Review and oversee the revenue assurance processes to ensure they are conducted daily for accurate reporting.
Maintaining oversight over the end to end revenue and receivables process which includes:
 - Review of the daily IPD/OPD revenue report for completeness e.g. variance between amount billed and cash received
 - Supervise the vetting process to ensure that the vetting officers submit to the credit control team a complete set of invoices
 - Review the credit controllers' submission rates in order to ensure that all invoices are captured and accounted.
 - Review the packages reconciliation report to ensure revenue is accurately captured
6. Managing and guiding the billing team on a daily basis with support from the billing manager.
7. Ensure completeness of submission of bills/invoices to insurance and corporate companies
8. Managing the credit control team and ensuring cashflows are prepared on a regular basis. Monitoring receivables per client on a regular basis and escalating long outstanding receivable balances.
9. Embed simplification, standardization and elimination of financial control activities/processes where appropriate.
10. Ensure the accuracy and compliance with IHK accounting policies and processes including review of journal requests, supporting month-end activities and completing necessary checks and reconciliations to ensuring the accuracy of financial information (proactively engage Group Accounting Policy as required).
11. Implementation of effective IT general controls and support the IT core team when rolling out new ERP systems.
12. Ensure any adverse audit findings are actioned appropriately.

EQUIPMENT AND MACHINERY; SYSTEMS/ TECHNOLOGY

- Navision
- MS Office (especially Excel, Word, Outlook, PowerPoint)
- Standard office equipment e.g. fax machine, telephone, printer, PC

PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Your job may have high demands for:

- Analysis of complex financial and other operational/ management data
- Decisiveness in cases where you have limited resources with diverse needs/ demands
- Proactive leadership to give financial direction and advice
- High integrity and ability to identify leakages in the system
- Prudent (sometimes intuitional) use of sound financial principles to solve complex organisational problems
- Negotiation skills to effectively manage internal and external relationships
- Exemplary management behaviour that models our core values of integrity, service, attention to detail, team work, respect and dignity, innovation and professionalism