

Assistant Manager – Agency Finance

Roles and Responsibilities

- Planning and forecasting of Agency Variable Expenditure Analysis budget. (VAE)
- Monitoring, forecasting, and controlling Agency VAE budget to ensure the operations are within the stipulated budget.
- Prepare competition approval document & do costing prior to the competition launch to get CAO/CFO approval. Monitor all payment summaries.
- Calculating benefits and payment verification in Agency Distribution.

Candidates are required to have

- Bachelor's degree in Business Management/ Economics/ Finance from a recognized university.
- Minimum of 4 years of experience in a similar role in a similar capacity.
- Excellent communication skills with effective consultation, negotiation and influencing skills.
- Good analytical skills with the ability to analyze financial and statistical data, present findings including preparation of performance reports.

If you are interested, send your CV to lke_vacancies@aia.com



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