

Assistant Manager Business Planning & Financial Modelling

Job

Position Title: Assistant Manager Business Planning & Financial Modelling
Reports To: Manager Business Planning & Strategy
Department: Finance
Position Grade: III
Direct Reports:
Advertisement Date: 3rd April 2024
Last Date to Apply: 24th April 2024

Main Purpose (Role Summary)
<ul style="list-style-type: none">The job holder will support Manager Business Planning & Strategy in all department related matters.

Principal Accountabilities (Duties & Responsibilities)
<p>Key Responsibilities</p> <ul style="list-style-type: none">Assist in the development and execution of strategic business plans and initiatives.Engage with stakeholders across various levels to gather requirements and insights for project design and strategy formulation.Prepare high-quality documents including project design documents, policy documents, project plans, and strategy reports.Design and implement projects based on gathered requirements, ensuring alignment with organizational goals and objectives.Develop understanding of key value drivers of the startup ecosystem, as well as understanding of macro & micro-economic indicators and their impact.Collection and analysis of different value drivers, trends and development and responsible for providing decision support to management.Monitoring the market to keep up-to-date on the latest trends in the industry.Liaison with Stakeholders and managing engagements/ collaborations.Keep track of the progress on strategic initiatives, develop progress reports and provide timely information.Preparation of monthly reports against targets / forecasts

Qualification & Experience
<ul style="list-style-type: none">Minimum 16 years of education in Business Administration/Public Administration/Finance/Project Management/IT related disciplines from HEC recognized local or foreign university.Minimum 3-5 years of experience with good communication skills i.e., written and verbal. Excellent report writing skills.

Knowledge & Skills
<ul style="list-style-type: none">Strong writing skills to prepare reports, promotional materials and oral presentation.Understanding of market research and data analysis.Knowledge of startup ecosystem operations and procedures.Knowledge and experience of entrepreneurial ecosystem will be an additive advantage.

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