Job Title	Finance Manager	Job Grade	B
Department	Finance	Reports to	Group Head of Finance (GHOF)
Working Hours	As per Company Policy	Work Location	Artan Holding Palm Tower B, West Bay P O Box 19379, Doha, Qatar

Job Purpose

The Finance Manager's primary responsibility is to lead the budgeting and budget analysis function of Artan Holding and its subsidiaries. Reporting to the Group Head of Finance (GHOF) and senior management, and managing a team of 4–5 Senior Accountants, the role drives the annual budgeting and forecasting cycle, budget monitoring, variance analysis and financial performance reporting. The role also supports financial reporting, treasury and cash management, audit coordination and internal controls, ensuring financial integrity and regulatory compliance in support of the Group's strategic and organizational objectives.

Key Relationships

- Direct Reports: 4–5 Senior Accountants
- Internal: Group Head of Finance, subsidiary finance teams, Strategic Business Units (SBUs) and department heads
- External: External auditors, banks and financial institutions, regulatory and tax authorities, vendors and consultants

Authorities

- Approve payments in line with agreed payment terms and the Company's Delegation of Authority.
- Authorize journal entries and financial adjustments within approved limits.
- Represent the organization in financial discussions with banks, auditors and regulators, as delegated by the GHOF.

Accountabilities

- Own and lead the annual budgeting, forecasting and budget analysis process across all subsidiaries and the Holding Company.
- Ensure timely preparation and submission of consolidated financial statements, management reports, budgets, and audit deliverables.
- Lead and develop a team of 4–5 Senior Accountants, ensuring high-quality and timely deliverables.
- Safeguard company assets through robust internal controls and financial governance frameworks.
- Ensure regulatory compliance with applicable financial laws and reporting standards.
- Drive budget monitoring, financial performance tracking and variance analysis across business units, providing actionable insights to the GHOF.

Duties and Responsibilities

1. Budgeting & Budget Analysis (Primary Focus)

- Lead the end-to-end annual budgeting process for the Holding Company and all subsidiaries, including the budget calendar, guidelines, templates and timelines.
- Coordinate with department heads and subsidiary management to develop realistic operating and capital expenditure budgets aligned with the Group's strategic objectives.
- Review, challenge and consolidate budget submissions, and present the consolidated Group budget to the GHOF for approval.
- Prepare monthly budget-versus-actual reports and variance analysis, highlighting key drivers, risks and recommended corrective actions.
- Prepare periodic rolling forecasts and re-forecasts and conduct scenario and sensitivity analysis to support decision-making.

- Monitor budget utilization and expenditure against approved budgets, ensuring adherence to budgetary controls and approval limits.
- Evaluate divisional and subsidiary performance against budget and KPIs, and provide actionable insights to management.
- Identify cost optimization opportunities and support the implementation of financial efficiency initiatives.
- Develop and maintain budgeting and financial models, and continuously improve budgeting tools, systems and processes.

2. Financial Leadership

- Support the GHOF in establishing an effective finance organizational structure aligned with business objectives.
- Advise the GHOF on capital structure, funding strategies and investment decisions.
- Develop, review and improve financial policies, procedures and internal control frameworks.

3. Financial Reporting & Compliance

- Oversee the preparation of monthly, quarterly and annual financial statements (consolidated and standalone).
- Ensure compliance with International Financial Reporting Standards (IFRS) and applicable regulatory requirements.
- Prepare management, regulatory and Board-level reports for review by the GHOF.
- Coordinate external audits for all subsidiaries and the Holding Company, ensuring timely completion and closure of audit findings.

4. Treasury & Cash Flow Management

- Prepare and manage cash flow forecasts and advise the GHOF on the Group's liquidity position.
- Ensure availability of funds for operational and capital expenditure requirements.
- Maintain and strengthen relationships with banks and financial institutions.
- Monitor banking facilities, covenants and compliance with financing terms.

5. Risk Management & Controls

- Identify, analyse and assess financial risks and recommend appropriate mitigation strategies.
- Establish procedures for safeguarding assets, loan collateral, securities and financial records.
- Review and enhance financial reporting systems, accounting procedures and collection processes.
- Ensure internal controls are effectively implemented and audit recommendations are addressed.

6. Operational Oversight

- Oversee the Accounts Payable and Accounts Receivable functions, ensuring timely payments and collections.
- Review collection status and outstanding balances regularly and follow up on overdue accounts.
- Ensure monthly reconciliation of major supplier and bank accounts.
- Ensure effective coordination with subsidiaries' finance teams and external stakeholders.

7. Team Management & Development

- Lead, manage and mentor a team of 4–5 Senior Accountants.
- Plan, allocate and review the team's work, ensuring accurate and timely delivery of budgeting, reporting and accounting outputs.
- Set objectives, appraise performance and build team capability.

8. Additional Responsibilities

- Prepare ad-hoc financial analyses and strategic reports as required by the GHOF.
- Undertake any other duties as assigned in line with business requirements.

Skills

- Advanced budgeting, forecasting and financial modelling skills
- Strong analytical and problem-solving skills
- Sound judgement and decision-making ability
- Effective negotiation and stakeholder management

- Risk assessment and internal control expertise
- Team leadership and people development
- High level of integrity and governance awareness
- Excellent communication and presentation skills
- Excellent time management and multitasking skills

Specialized Training / Knowledge Required

- In-depth knowledge of budgeting, forecasting and variance analysis techniques
- Knowledge of IFRS, financial reporting frameworks and regulatory compliance
- Hands-on experience with ERP systems and financial management software
- Sound understanding of treasury management and banking operations
- Knowledge of Qatar tax and regulatory requirements (preferred)
- Advanced proficiency in Microsoft Office, particularly Excel for budgeting and financial modelling

Education & Qualifications

- Bachelor's degree in accounting, Finance or a related field (required)
- Master's degree in finance, Accounting or Business Administration (preferred)
- Professional qualification such as CA, ACCA, CPA or CMA (preferred)

Experience

- Minimum 8–10 years of post-qualification experience in finance and accounting
- Proven track record in budgeting, forecasting and budget variance analysis
- Proven experience leading finance functions within a multi-entity group structure
- Experience managing and developing a team of accountants
- Experience managing audits, treasury and regulatory reporting

This job description is not exhaustive and may be amended in line with business requirements. It represents the minimum expectations of the role. Should the job holder believe that more can be contributed to this position, he/she is encouraged to discuss potential improvements with the line manager.

Declaration Statement

I, the undersigned, have read and understood this job description and confirm that I agree to perform the duties and responsibilities outlined above.

Employee's Name **Employee's Signature** **Date**

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