



SAMARITAN SURGICAL CENTER – FINANCE MANAGER JOB DESCRIPTION

JOB CLASSIFICATION

Job Title:	Finance Manager
Career Level:	Managerial Level
Employment Type:	Permanent/Full time
Department:	Finance Service
Accountable to:	General Manager
Functional Relation:	Samaritan Medical Services Board
Salary:	Negotiable/As per the scale of the organization
Location:	Addis Ababa

JOB DESCRIPTION

Samaritan Surgical Center, Ethiopia's first to specialize in surgical specialty services such as arthroscopic total hip replacement (insertion of artificial hip) and arthroscopic knee surgeries, Neurosurgery (including brain, Skull and Spine), Urology surgery (including Kidney & Bladder), Plastic Surgery, Neuro-Interventional/Neuro ICU, 24/7 Trauma and Emergency surgeries etc. The surgical center is a state-of-the-art facility that incorporates the latest surgery theatres, pre- and post-surgery rooms, recovery rooms, surgical wards, ICU, diagnostic facilities and it is staffed by renowned surgeons. The surgical facility focuses on providing sustainable; high-quality surgical care to patients. Accordingly, for the successful implementation of the Health Center activities, Samaritan Medical center would like to invite interested and qualified applicants for the position of Finance Manager.

MAIN DUTIES AND RESPONSIBILITIES:

Accountable to the General Manager, the Finance Manager has the following major duties and responsibilities;

- Installs and administers accounting, costing and budgeting systems that could effectively capture and process financial data to ensure informed decision making on matters of finance;
- Sets, gets approved and implements financial budgets based on operational and capital plans approved by decision makers of the Center, monitors and analyses actual expenditure against budget and reports significant variances for management actions and/or decisions ;
- Oversees day-to-day financial operations to ensure that transactions are all accounted, annual books of accounts are timely closed and periodic financial statements are produced and issued in accordance with the Generally Accepted Accounting Principles (GAAP), established financial goals and objectives are met and that all financial records are accurate, up-to-date and processed efficiently, effectively and in a timely manner;
- Verifies the consistency of financial activities with the Center 's goals, policies and rules and other internal and external regulatory reporting requirements;
- Ensures that all financial and material resources are adequately accounted;
- Ensures that revenues, expenditures and other financial operations are healthy, well accounted and substantiated with appropriate source documents;
- Develops and administers appropriate systems of inventorying and accounting depreciation of the Center's fixed asset;



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- Designs, develops and implements, following management approval, a cost-effective internal control system that effectively safeguards the financial resources from possible misappropriation practices;
- Directs and monitors budgeting, accounting, collection and disbursement, general ledger and cost accounting activities;
- Monitors the cash position to ensure that adequate funds or credit facilities are available to meet financial commitments;
- Timely closes and prepares annual financial statements, gets the statements timely audited and ensures that all auditors' comments are implemented;
- Ensures that all revenues and receivables are collected and deposited in the bank account in time; recommends appropriate courses of action for doubtful receivable accounts;
- Signs cheques, disbursements and other financial documents within the powers delegated to him/her;
- Maintains budgeting systems which provide control of expenditures made on such activities as advertising, marketing, production, maintenance, administration and other budgetary items;
- Develops and implements a stringent cost management system whereby every cost centre is held responsible to account for expenditures it makes;
- Ensures that the financial and accounting data are documented in hardcopies and encoded in a computer system in such a way that they will be available for future use;
- Makes accounting records and documents ready for audit reviews by recognized and authorized auditors and facilitates financial audit investigations and initiates reform ideas for procedural improvements;
- Makes sure that corrective feedbacks, suggestions and comments given in audit review reports are duly addressed accordingly;
- Performs other related duties and responsibilities as required.

Achieve Results:

- Establish, as part of the management team, priorities, strategies and action plans to achieve stated outcomes, goals and objectives.
- Monitor progress toward the achievement of stated objectives.
- Implement policies and practices consistent with corporate objectives.
- Advise teammates/staff on new and current Company and Government policies, strategic directions, rules, regulations etc. and promote compliance with such.
- Recommend policies and guidelines relating to accounting matters consistent with finance staff bylaws, rules and regulations.
- Assist department heads in setting and obtaining objectives for the improvement of the quality of resource utilization.
- Work closely with department Heads & Staff to establish an accountability framework that addresses ethical, legal and fiscal responsibilities.
- Provide advice to the General Manager on Finance matters.

Quality Improvement and Monitoring:

- Ensure performance and quality data are collected and maintained to support utilization initiatives.



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- Ensure effective processes and mechanisms are in place to encourage best practice to improve accounting process and quality outcome.
- Function as a strong advocate for sound Finance & accounting practice.
- Ensure the development and monitoring of accounting process.
- Monitor and incorporate into action plans staff & clients feedback.
- Participate as a member of various quality committees, Ethics panel and as required.
- Conduct and ensure processes are in place for resources risk management and that they are functioning properly.

Leadership

- Promote the development, implementation and coordination of accounting programming.
- Develop and support department heads in managing their departments expense
- Attends weekly management staff meetings to facilitate open channels of communication and aid in issue resolution.

Systems Transformation:

- Use systems/critical thinking skills to understand pressing issues pertaining to the Countries accounting system.
- Be aware of trends, issues and values that are shaping the future.
- Champion and help orchestrate necessary change.

Job Requirements

Qualifications

- BA Degree in accounting/Finance from recognized University or College.

Experience Required

- A minimum of 5 years' relevant and proven work experience on related field of work.
- Ability to use Microsoft Office- Excel, Peachtree etc.

Special Skills and Knowledge:

- **Written/Oral Communication:** Demonstrates ability for self-expression with clarity, accuracy, and attention to detail.
- **Judgment/Problem Solving:** Exercises discretion and develops sound decisions based on available information and criteria; facilitates difficult situations by identifying and resolving problems in a timely fashion.
- **Teamwork/Cooperation:** Works effectively with peers, staff and superior(s); is able to achieve overall results and either leads or participates in group efforts in a cooperative, dependable manner.
- **Initiative:** Assumes independent initiative by using resourceful and imaginative ideas to improve departmental performance.
- **Flexibility/Adaptability:** Demonstrates ability to respond/adjust quickly and smoothly to new and changing conditions.
- **Planning and Prioritizing:** Demonstrates the ability to establish objectives, strategies and action plans; is able to prioritize realistically and effectively.
- **Knowledge of/Compliance with Policies:** Exhibits accurate knowledge of and effectiveness in applying country laws, company and departmental policies and procedures.



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- **Deadline:** 11/10/2026

Health and Safety:

- Maintains a work place free of any hazards, and seeks assistance from the appropriate departments for investigating, evaluating, and resolving hazards to provide a safe and healthful work environment.

How to Apply

Interested applicants who meet the minimum requirements should submit their application letter together with non-returnable CV and copies of supporting documents through the following email address: **samaritanscc@gmail.com**

Or

Applicants may submit their application to HR Department of Samaritan Surgical Center which is located around CMC, inside Sunshine Real-Estate Compound (Meri Lukie) Lemi Kura Sub City, Addis Ababa

For more information, please do not hesitate to call us on 09-23-93-52-02 or 011-668-00-09