

WE ARE HIRING!



Finance Executive

SLIBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research and development manufacturing platform for the biotechnology business.



We are Looking for:

- Professional Qualification CIMA/CA/ACCA or Bachelor's Degree in Accounting or Finance from a recognized university
- 2 to 3 years of experience in management/finance/accountancy in an executive position

Responsibilities:

- Ensure the accuracy of financial documents, as well as their compliance with relevant processes
- Validate accuracy and completeness of payment vouchers and receipt vouchers
- Validation of fuel claims and petty cash claims
- Validation of bank transactions and preparation of bank reconciliations
- Preparation and monitoring of cash flow movement and reports
- Ensure on time processing of payments and due collections
- Assist with the implementation of the ERP system in accounts payable, receivable, bank reconciliation and ledgers
- Prepare and maintaining of ledger and accounting entries up to date
- Preparation of monthly reporting whilst strictly adhering to timelines
- Preparation of management reports as requested by the management
- Preparation of tax returns
- Assist in the preparation of financial accounts and reporting
- Assist in the preparation of budgets and forecasts
- Assisting with year-end audits
- Driving adherence to internal control process and departmental improvements to build on systems and improve controls
- Any other tasks assigned by the Finance Manager

Competencies and Skills:

- Demonstrated ability to work collaboratively with all levels of personnel within the organization including senior management
- Language proficiency and sound communication skills
- Knowhow on accounting, auditing and financial reporting procedures will be beneficial
- Strong teamwork capacity with good interpersonal skills to work in a private company environment
- Flexible and adaptable to changing priorities, meeting deadlines, and working well under pressure while maintaining professionalism
- Computer literacy in ERP and Microsoft office

Please email your CV including two non-related referees, mentioning the position in the subject line, before
29th September 2026

E-mail: slibtec@gmail.com