

<b>Job Title :</b>	<b>Commercial Finance Lead</b>
<b>Department:</b>	Finance
<b>Reporting To:</b>	Finance Director with dotted responsibility to COO
<b>Supervises:</b>	Finance & Admin Officer – Kisumu Showroom
<b>Duty Station:</b>	Nairobi with occasional travel to Kisumu branch

### **Role Purpose**

The Commercial Finance Lead provides financial leadership and commercial insight to support MQG’s growth, profitability, and operational efficiency. The role oversees core financial functions including management reporting, costing, imports/landed cost validation, receivables, compliance, and financial performance analysis across all commercial pillars.

This position works closely with the Sales, Operations, Procurement, and Technical Solutions teams to ensure margin protection, accurate pricing, liquidity management, and compliance with statutory and internal controls. The role is both analytical and execution-focused, enabling MQG’s evolution into a commercially sustainable medical equipment provider and oxygen solutions enterprise, in alignment with broader business sustainability objectives.

### **Key Responsibilities**

#### **1. Financial Reporting & Analysis**

- Prepare accurate monthly and quarterly management accounts with insights, commentary, and variance analysis.
- Conduct product, project, and client-level profitability analysis to guide commercial decision-making.
- Reconcile balance sheet accounts, supplier ledgers, customer accounts, bank reconciliations, and inventory valuation.
- Develop financial dashboards, KPIs, and forecasting tools aligned to MQG’s commercial pillars (Products, Consumables, Services/PSA).
- Prepare ad hoc analyses to support leadership on pricing, cashflow, investment cases, and operational efficiency.

#### **2. Budgeting, Forecasting & Cash Flow**

- Lead annual budgeting cycles and quarterly budget reviews with Heads of Department and pillar leads.
- Prepare weekly and monthly cash flow forecasts; proactively monitor liquidity needs and repayment schedules.
- Support cost optimization by identifying inefficiencies, negotiating financial terms, and ensuring prudent expenditure.
- Work with Sales & Operations to forecast revenue pipelines based on Lake Region Economic Block (LREB) expansion, showroom activities, and service contracts.

#### **3. Commercial Support & Business Partnering**

- Collaborate with Commercial Sales & Market Expansion Manager and Technical Solutions & Business Development Lead to ensure pricing accuracy and profitability.
- Support dynamic pricing strategy (as outlined in MQG Business Plan) through costing models, competitor benchmarking, and margin simulations.
- Review tenders, RFQs, quotations, and commercial proposals for financial correctness and competitiveness.

- Provide financial input for supplier negotiations, stock procurement decisions, and inventory planning.
- Analyse sales performance (e.g., margins, conversion rates, commission triggers, revenue by region).
- Evaluate financial viability of new product lines, PSA plant opportunities, showroom inventory, and expansion projects.

#### **4. Credit Control & Debt Management**

- Oversee customer accounts to ensure timely invoicing and collections, minimizing bad debt exposure.
- Review and approve customer credit terms in line with MQG's credit policy; advise sales team on credit risks.
- Monitor Days Sales Outstanding (DSO) and implement actions to enhance collection efficiency.
- Chair or participate in regular debt review meetings with Sales and Finance teams.
- Support resolution of disputed invoices, reconciliation issues, and enforcement of contractual payment terms.

#### **5. Compliance, Tax & Audit**

- Ensure compliance with all statutory requirements including VAT, PAYE, WHT, income tax, and relevant regulatory filings.
- Maintain up-to-date records required for internal audits, external audits, due diligence processes, and donor or Board reviews.
- Strengthen internal controls, ensuring strong segregation of duties, accurate documentation, and financial risk mitigation.
- Keep management informed of tax changes, regulatory updates, and their implications on commercial operations.

#### **6. Stock, Costing & Imports Management**

- Oversee stock reconciliations, cycle counts, showroom stock reviews, and inventory valuation.
- Compute accurate landed costs for imported equipment and consumables, incorporating freight, clearance, duties, and related costs.
- Work with Procurement to ensure cost-effective sourcing and availability of working capital for key imports.
- Analyse slow-moving or obsolete stock and propose financial and operational interventions.

#### **7. Branch Finance Support – Kisumu Showroom**

- Provide oversight to the Kisumu Finance & Admin Officer on stock management, sales administration, documentation, and reconciliations.
- Ensure real-time reporting from the showroom (sales, cash collections, stock movements, client invoices).
- Support rollout of CRM and ERP tools to enhance accuracy and transparency of branch-level data.

#### **8. Team Leadership & Capacity Building**

- Supervise, coach, and performance-manage the Finance & Admin Officer in Kisumu.
- Build financial awareness among Sales, Operations, and Technical teams through training on budgeting, margin protection, credit management, and financial processes.
- Support development and continuous improvement of financial SOPs, controls, and reporting templates.

**Qualifications and Experience**

- Bachelor’s degree in Commerce, Finance, Accounting, Business Management, or a related field.
- CPA (K) required; ACCA or equivalent professional qualification is an added advantage.
- Minimum 7 years experience in commercial or project accounting, preferably in medical equipment, distribution, trading, FMCG, or healthcare sectors.
- Strong experience in: Credit control, tax compliance, stock management, costing and landed cost calculations, financial analysis and reporting
- Proficiency in accounting systems (Navision, SAP, QuickBooks) and advanced Excel.
- Strong understanding of IFRS, Kenyan tax laws, and internal controls.

**Competencies**

- Commercial Acumen: Understands pricing, margins, costing, and business drivers across commercial pillars.
- Financial Integrity: Adheres to high ethical standards and ensures accuracy, accountability, and compliance.
- Analytical Mindset: Able to translate data into insights and recommendations.
- Business Partnering: Collaborates effectively with commercial, operations, procurement, and technical teams.
- Results Orientation: Works effectively under pressure, meets deadlines, and delivers high-quality outputs.
- Digital Literacy: Skilled in ERP systems, financial modelling, dashboards, and analytical tools.
- Communication: Clearly conveys financial concepts to non-financial stakeholders.

**Safeguarding and Data Protection Statement**

MQG is committed to safeguarding the welfare of all individuals it interacts with and ensuring compliance with Kenya’s Data Protection Act (2019). Staff are expected to uphold the highest standards of professional conduct, protecting both physical and digital information entrusted to them, and to report any safeguarding or data protection concerns immediately.

**SIGN OFF**

	Name	Signature	Date
Job Holder			
Supervisor			