



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title Chief Finance Officer	Job Location Dar es Salaam	Category Finance
Job Type Full Time	Job level Head of Department	Industry Insurance

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Insurance: 5 Years
Secondary Industry -	Primary Category Finance: 8 Years	Secondary Category -
Certificate -	Qualification -	

Summary

Reporting to the Chief Executive Officer and functionally to the Group Chief Finance Officer, the holder of this position will control all procedures for effective management of the Company's financial and other resources and ensure timely and accurate reporting.

Responsibilities

- Develop and implement robust accounting systems that are embedded with appropriate controls that help to safeguard the company's assets and ensure accurate and timely reporting.
- Liaises with external auditors on audit activities of the company.
- In charge of the preparation of annual budgets and long-term business plans and ensures that all departments and units comply with budgetary provisions.
- Establish and monitor the implementation of an effective and robust treasury management system that secures company funds whilst maximizing profitability and facilitating effective cash flow management and compliance with the Tanzania Insurance Act
- Manages the company's cash flows to meet all liabilities as they may fall due. This will include effective asset and liability management to match the maturity profiles of assets and liabilities.
- Manages the company's credit policy and effective follow-up of debts.
- Signs company cheques and documents.
- Develop a robust investment strategy that will be in line with a business plan.
- Trains and supervises staff.
- Ensures compliance with statutory provisions concerning financial reporting, taxation, other statutory payments, and the Insurance Act.
- Advise the management and board on all financial matters.
- Files all the necessary returns with the appropriate authority

Education & Qualifications

- Bachelor's Degree in Finance or Business related field

Requirements

- At least 6 years experience in a busy Financial Services Company Finance Function
- Certified Public Accounts (CPA), ACCA or its equivalent
- Accreditation with relevant Professional bodies such as NBAA will be an added advantage

Characteristics

Technical skills

- Good time management
- Assertiveness and self-drive
- Honesty, reliability and dependability
- Good interpersonal skills
- Sound analytical skills.
- Relationship building
- Good communication skills
- Speed and accuracy
- Customer service orientation
- Good administrative and supervisory skills
- Ability to work under pressure and manage time efficiently
- Ability to solve problems and make decisions effective
- Commercial /Business Acumen (understanding of the business, performance drivers, and long-term direction)

Additional Competencies

- Build engagement & commitment via (influencing, coaching, presentation, and facilitation skills)
- Ability to work as a part of a multifunctional and multicultural team
- Excellent Interpersonal skills
- Ability to solve problems and make decisions effectively
- Ability to work under pressure and manage time efficiently
- Highly developed communication skills: both written and verbal

Reporting To

- Chief Executive Officer
- Group Chief Finance Officer

Driving Licence

Not Required

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