



Job Description

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Job Title Finance Manager	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Construction
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Construction: 3 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Finance Manager will be responsible for setting up and managing financial reporting and accounting systems. The candidate will compile and manage financial statements, ensure timely payments of invoices and bills, and lead relevant audit processes. They will also provide support in inventory management and reconciliation. This role will not only require someone who is both very organized and capable of managing financial statements, but also excited to provide leadership on strategic questions regarding the balance sheet, budget and cost saving opportunities.

The Finance Manager will also have the opportunity to actively participate in and take ownership over key operational projects to advance business in manufacturing, supply chain management, distribution, sales and marketing, retail partnerships, as well as the piloting and launch of new products.

Responsibilities

General

- Set up and roll out of financial systems, reporting, banking, external payroll providers, external audit teams and tax consultants, as necessary.
- Work closely with the country team to make sure incorporation and capitalization is complete.
- Compile and manage financial statements and provide comments with regards to operational/financial efficiency opportunities
- Set up and manage budgeting process, ensuring adequate funding and resource availability for Tanzania business operations and provide strategic thinking to identify cost savings across the entity

Operations

- Work with supply chain management team to track inventory and COGS as products flow across the organization – from the manufacturer to the end-customer
- Strategic project management across functions to establish the business and help lead the company to operational excellence
- Participate in and/or lead projects across manufacturing, supply chain management, distribution, sales and marketing, retail partnerships, grants, as well as the piloting and launch of new products.
- Serve as the key connector between Tanzania country operations (inventory management, field operations, distribution, etc.) and finance

Financial Accounting and Reporting

- Lead the monthly closing and reporting process for the Tanzania entity
- Manage all Tanzania accounting operations including billing, payroll, A/R, A/P, inventory, general ledger, etc.
- Coordinate the preparation of regulatory reporting in compliance with local, state, and federal government reporting requirements.

- Oversee the monthly closing and reporting process for all country operations, including monthly reconciliations and intercompany transactions.

- Manage the risk of issues in financial reporting across auditors and government entities.

Tax & Audit

- Coordinate local tax filings/audits and work with internal and external stakeholders to ensure tax compliance

- Work with Financial Operations Director on external audits for Tanzania

- Manage risk of tax payments and external audits

Payments & Banking

- Ensure that all invoices and bills are paid on time.

- Establish robust systems for efficiently paying bills

- Ensure that cash is managed efficiently and is available for normal business operations.

- Manage country banking relationships and monitor bank balances, mitigating the risk of collusion/fraud.

Admin & Talent

- Lead the Admin function of the Tanzania entity

- Point of contact for the global Talent team to ensure statutory and policy compliance

Education & Qualifications

- Fully Qualified Chartered Accountant (CPA/ACCA/CIMA or equivalent)

- Relevant Bachelor's degree and/or MBA

- 3+ years of accounting and/or controller experience

Requirements

- 3+ years of accounting and/or controller experience

- Experience working within the accounting or operational finance department of a global entity

- Experience managing financial statements and GL (preferably with QuickBooks)

- Experience with tax filings, working with tax authorities and internal and external audit

- Advanced MS Excel skills

- Experience as a trusted resource as a member of – or providing support to – a leadership team Nice to Have

- Familiarity with project finance and/or the development of energy or carbon projects.

- An understanding of customers and business culture in Tanzania

Characteristics

- Strong leadership and team building abilities

- Excellent communication skills and interpersonal skills

- Strong organizational skills

Reporting To

Country Manager

Driving Licence

Not Required

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