



Job Description

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

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

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Insurance: 10 Years
Secondary Industry -	Primary Category Finance: 10 Years	Secondary Category -
Certificate -	Qualification -	

Summary

To assist the CFO in performing the functions pertaining to the Finance Department and Corporate Secretariat office to support compliance with relevant statutes governing the company. At the same time, the recruit will be required to assist in the smooth functioning of the department.

Responsibilities

Financial Roles:

- Prepare annual financial statements, tax returns, and required regulatory returns as well as oversee the external audit process and effectively manage the Finance team across all the branches.
- Management of accounting systems and external support including month-end close procedures.
- Ensure the integrity of financial data on the chosen IT platforms
- Ensure compliance with accounting and tax-related regulations, laws, and filing requirements.
- Provide accurate, timely, and comprehensive financial reporting to the management team.
- Influence behavior both within finance and the wider business for continuous improvement, particularly in areas such as , claim payments, expenses payments, RI Payments, cash receipts, commission payments, bank reconciliation & RI reconciliation on monthly basis, and WIP management.
- Oversee all accounting procedures, financial transactions and systems used by the company.
- Establish, implement and monitor the company's finance policies and procedures, incorporating both accounting policies and internal procedural controls.
- Support the centralized finance processing operation, driving efficiency through process improvement and standardization.
- Ensure compliance with accounting and tax-related regulations, laws and filing requirements
- Ensure annual audits are carried out effectively and efficiently for all branches ensuring all regulatory requirements are met regarding the company's financial affairs.
- Assist with the accurate accounting of the company's financial position, including forecasting, management, and operational aspects of profit share
- Follow, adapt and oversee the process within the department pertaining to payments and financial controls
- Manage relationships and budgets of external service providers including tax, audit, and banking
- Preparation of TRA and statutory returns for timely submission;
- Identify risk areas in the department and raising it a timely with the supervisor for mitigation;
- Maintaining current accounts payable and accounts receivable;
- Any other duty as may be assigned by the supervisor.

Education & Qualifications

-
- Bachelor's Degree in Accounting/ Commerce/ Finance/ Insurance & Banking/ Business Administration or related discipline.
 - CPA (Tanzania) Qualification (**Compulsory**)
 - Basic knowledge of applicable Accounting Standards, IFRS, Taxation Laws and other applicable laws/regulations.
 - Knowledge of data analytics, forecasting methods, MS Office (Excel, Word, PowerPoint etc.).

Requirements

- Minimum 10 years of experience in a finance role.
- Experience ideally with an audit practice background
- Experience in managing a finance function in a fast-moving, rapidly growing environment
- Experience in managing across different cultures, and across multiple jurisdictions/time zones due to RI relationships
- Understanding of Tanzania tax regime preferred

Characteristics

- Poise and confidence to operate at the board level
- Eye for detail and diligence to ensure the accuracy of systems and processes
- Proven ability to drive efficiency and process reviews across an international organization
- Commercially astute individual, capable of strategic thinking and with sound judgment
- Excellent analytical, communication, and influencing skills
- Conversant with financial reporting requirements and ability to prepare reliable & accurate reports, analyze and interpret.
- Analytical mind and comfortable with numbers.
- Ability to deliver/ complete assignments timely.
- Good communication and people skills.
- Honest, confident and have high integrity.
- Fluent in English and Swahili.
- Reliable and ethical with a high degree of integrity.
- Able to get on with others and be a team player.

Reporting To

- GMD/CEO

Driving Licence

Not Required

To Apply for This Job [Click Here](#)