Job Description

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Job Title
Finance Manager

Job Location
Dar es Salaam

Category
-

Job Type
Full Time

Job level
Manager

Industry
Logistics & Operations

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Logistics & Operations: 6 Years

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

Finance Manager will be responsible to contribute to developing and ensuring implementation of finance strategy related to two or more of the Finance Job Families (e.g., a combination of RTR, PTP, and Controlling activities) by meeting the financial needs of the business, controlling financial resources, ensuring compliance, advising and supporting the business in financial matters in line with business needs, regulations, accounting principles and standards.

Responsibilities

Management & Financial Reporting

- Ensure all financial reporting submissions to MUSSC are accurate, compliant, and delivered within Corporate deadlines, fully aligned with IFRS, Company policies, and internal guidelines
- Coordinate and oversee weekly and month-end closing activities in accordance with agreed timelines.
- Manage the month-end accrual process to ensure all contractual and ad-hoc expenses are appropriately recognized.
- Take end-to-end responsibility for balance sheet integrity, including balance sheet accounts, sub-ledgers, and system interface reconciliations, in line with the Company's Regional Operating Model.
- Ensure all statutory filings, tax submissions, and statutory payments are completed accurately, on time, and in compliance with local regulatory requirements.
- Track, follow up, and ensure timely closure of internal and external audit findings through robust action plans.
- Own and actively manage working capital performance, including DSO, overdue receivables, provisions, and bad debt exposure, driving continuous cash flow improvement.

Stakeholder Engagement & Business Partnering

- Act as the primary point of contact for all Financial Accounting matters for the local CFO.
- Lead and coordinate internal and external audit processes, ensuring effective planning, smooth execution, and timely resolution of audit queries
- Design, implement, and ensure compliance with Credit, Collections, and Accounts Receivable processes.
- Collaborate closely with functional and operational managers to ensure alignment, consistency, and effectiveness of finance processes across the organization.
- Manage service level agreements with third-party service providers, including collection agencies and legal firms, ensuring

cost efficiency and performance standards are met.

Team Leadership & Capability Development

- Lead, coach, and motivate the finance team to achieve individual and departmental objectives, fostering a high-performance culture.
- Drive continuous improvement initiatives within financial accounting processes using First Choice, LEAN methodologies, and best practices.
- Support and implement automation and digitization initiatives to enhance efficiency, accuracy, and scalability of finance operations.
- Take full accountability for the team's portfolio, ensuring timely delivery of objectives while providing leadership, guidance, and development support.

Risk Management, Controls & Cost Efficiency

- Review and analyze operational costs and key performance metrics post month-end to identify, implement, and monitor cost-saving initiatives aimed at reducing OCPM and improving productivity.
- Ensure all internal financial accounting controls (CRISP controls) are executed accurately and on time, with appropriate documentation and audit trails maintained.
- Oversee disaster recovery documentation and backup procedures, ensuring financial data and critical documentation are securely stored, current, and accessible in approved systems.
- Perform detailed analytical reviews of the Balance Sheet and Profit & Loss, providing insights and support to budget holders.
- Conduct ongoing risk assessments in line with internal General Ledger guidelines and the GOM Regional Operating Model, providing advice and mitigation recommendations.
- Develop and implement robust credit management processes, including defining credit policies, credit limits, and payment terms for customers and suppliers.

Policies, Record Keeping & Documentation Management

- Ensure all finance-related documentation is current, accurate, and regularly reviewed, including local policies, job aids, process flows, contingency plans, and period-end timetables.
- Ensure compliance with local data retention and record-keeping requirements.
- Maintain financial accounts in full compliance with IFRS, Company policies, and the Company Regional Operating Model.
- Contribute to the development, enhancement, and implementation of Credit and Collections strategies, policies, accounting processes, and supporting tools, including planning and budgeting.

Education & Qualifications

- Bachelor's degree in finance & accountancy
- Chartered Public Accountant

Requirements

- Experience of more than 6 years, 3 of which in a supervisory role
- Logistics environment exposure would be an added advantage

Reporting To

Chief Finance Officer

Driving Licence

Not Required

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