

# **Job Description**

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

Job Title Job Location Category

Financial Controller Dar es Salaam

Job TypeJob levelIndustryFull TimeManagerConstruction

Open to Expatriates

Only Open to Tanzanian Nationals

## Minimum Requirements

Min Budget Max Budget Primary Industry

- Construction: 4 Years

Secondary Industry Primary Category Secondary Category

- Accounting & Bookkeeping: 5 Years

Certificate Qualification

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### **Summary**

Oversee the operations of the Company's finance matters, including; business planning and budget, receivables, payables, financial control and administration (tax, treasury, insurance, and audit), and financial reporting.

#### Responsibilities

- 1. Oversee all company accounts and investments
- 2. Ensuring robust financial systems and processes are in place and developing procedures which are currently not there but essential to financial discipline and controls
- 3. Supervise the preparation of month end accounts and VAT returns
- 4. Ensure the completion of bank and balance sheet reconciliations
- 5. Report to the MD and OPERATIONS DIRECTOR with timely and accurate financial Developing forecasting models (P&L, Balance Sheet and Cash Flow)
- 6. Create monthly and annual reports to identify results, trends, and financial forecasts
- 7. Manage cash flow by tracking transactions and regularly reviewing internal reports
- 8. Suggest updates and improvements for accounting systems, including payroll and invoicing
- 9. Ensure that all financial transactions are properly recorded, filed, and reported
- 10. Establish and implement financial reporting systems to comply with government regulations and legislation
- 11. Collaborate with auditing services to ensure proper compliance with all Managing the audit process and liaising with external personnel
- 12. Develop budgets and financial plans for the company and Budget analysis
- 13. Review all financial plans and budgets regularly to look for cost reduction opportunities
- 14. Examine all financial reports and data closely to check for discrepancies
- 15. Create systems to prevent errors in data collection and calculations
- 16. Oversee the preparation of year-end statutory accounts
- 17. Managing, mentoring, and motivating the accounts team
- 18. Contributing to company financial strategy and decision making process
- 19. Undertaking financial analysis and reporting
- 20. Overseeing tax and compliance

#### **Education & Qualifications**

- Degree in Accounting, finance or related Degree
- · Masters Degree is an added advantage

## Requirements

- 1. Minimum of 3 years experience in the management of financial systems and budgets, financial reporting, financial data analysis, auditing, taxation, and providing financial advice
- 2. Knowledge of generally accepted accounting practices and principles
- 3. Knowledge of economic principles
- 4. Knowledge of auditing practices and principles
- 5. Knowledge of applicable laws, codes, and regulations
- 6. Knowledge and experience of accounting computer applications

### **Characteristics**

- 1. Attention to detail and accuracy
- 2. Planning and organizing
- 3. Strategic thinking
- 4. Strong communication skills
- 5. Information and task monitoring
- 6. Problem identification and analysis
- 7. Judgment and problem-solving
- 8. Supervisory skills
- 9. Teamwork

## **Reporting To**

Operations Director with dotted line to Managing Director

### **Driving Licence**

Not Required

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