



Job Description

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Job Title Financial Planning Manager - Botswana	Job Location Gaborone	Category -
Job Type Full Time	Job level Intermediate	Industry FMCG, Retail & Wholesale
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry FMCG, Retail & Wholesale: 4 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The key purpose of this role is to manage the full financial planning cycle for the country, analyze results to inform decision making and report on financial performance.

Responsibilities

GENERAL RESPONSIBILITIES

- Lead short-term annual budgeting for the country.
- Consolidate and review latest estimates to ensure drive towards meeting business targets
- Track and analyse results to inform management on country performance.
- Coordinate in-country and offshore GCC team to jointly manage finance operations.
- Provide financial results assurance
- Carefully review month-end journals and support
- Lead statutory financial audits
- Actualize all relevant Minimum Internal Controls.

ZBB AND COST CONTROL

- Lead the ZBB planning and budgetary process
- Ensure all ZBB policies are being adhered to
- Put in place the cost control mechanism to ensure budget attainment
- Monitor the spend and ensure costs are allocated correctly and relevant accruals and claims are accounted for.
- Clear of all ZBB accruals/provisions aging over +90days
- All leases and transactions done in accordance with DAG
- Ensure Cognos vs ERP reconciliation clear with all variances explained
- Maintenance allocations are correct between VIC, UPP and Maintenance
- Responsible for Fees Package for Country
- Responsible for Finance Function ZBB performance

CASH FLOW MANAGEMENT

- Ensure CWC management by engaging with various stakeholders (Credit, Inventory and Procurement Teams)
- Liaise with Credit Manager, PPMs and Accounts payable to monitor and control Core Working Capital
- Complete and present commentary packs and reconciliations
- Ensure Cognos vs ERP reconciliation clear with all variances explained

- Leases Owner – Ensure DAG compliance and correct accounting treatment of leases in P&L and Balance Sheet
- Understand and responsible for financial lines (Non-Cash Non-Recurring, Non-Cash Working Capital, Derivatives, Leases)
- Review accounting treatment for CF done by GCC

MONTHLY CYCLE AND REPORTING

- Ensure complete and accurate reporting for both CF and ZBB
- Track monthly ZBB, P&L and CF performance against PY, BU and LE and explain variance
- Lead monthly ZBB, P&L and CF review meetings with Cost Center Managers and senior management
- Lead the Latest Estimate (LE) process and reporting for (ZBB, CF & P&L)
- Review all LE's submitted by business for completeness and Accuracy (ZBB and CF)
- Analyze the performance and prepare regular reports for Senior management on progress, risks and opportunities.
- Maintain Risk and Opportunity tracker for CF, P&L and ZBB
- R&O assessment and reporting on their probabilities of occurrence
- Complete monthly reporting packs for CF, P&L and ZBB
- Review mix files
- Implement Zone requirements that may be adjusted from time to time

Education & Qualifications

- Bachelor of Commerce Accounting degree
- Professional accreditation (CIMA, MBA)

Requirements

- 4 – 6 years of experience working at an FMCG company

Characteristics

Technical competencies

- Excellent technical financial and accounting skills.
- Cash Flow Accounting and Management
- Core Working Capital Management Skills
- Ability to analyse and interpret financial information.
- Good communication skills
- Masters Excel and Powerpoint

Behavioral & Interpersonal Competencies:

- Excellent interpersonal & communications skills
- High sense for accuracy
- Used to working with deadlines
- High level of service mindset
- Highly results focused
- Self Starter
- Challenger of the status quo
- Excellent analytical and reporting skills & problem solver
- Ability to work in a well-organized, accurate and reliable manner
- Leads by example, and lives the company's values
- Able to work on own initiative and prioritize workload effectively

Reporting To

Head of Control and Tax: Botswana And Ghana

Driving Licence

Not Required

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