



Job Description

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Job Title Head of Reporting and Business Support	Job Location Dar es Salaam	Category Finance
Job Type Full Time	Job level Head of Department	Industry Banking

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Banking: 7 Years
Secondary Industry -	Primary Category Finance: 7 Years	Secondary Category -
Certificate -	Qualification -	

Summary

To manage the Planning, Reports and Financial Control functions of the department. This incorporates maintenance of accurate and complete accounting records; production of internal and external financial reports for use by management and the board; undertake financial planning and budgeting based on input from the business heads and continuously monitor performance against the agreed financial objectives; undertake long term financial planning and initial input for strategy formulation; manage the Bank's cost base by instituting effective purchasing policies and follow up measures; manage all the Bank's assets and ensure that these are in a proper state of repair at all times; ensure the Bank's compliance with regulatory and statutory policies.

Responsibilities

Financial 30%

- Production of accurate financial reports in accordance with regulatory and statutory requirements Management and maintenance of accurate and complete accounting records.
- Production of internal and external financial reports for management and board.
- Effective and efficient general ledger management for ensuring timely and accurate reports
- Review and approve payments in line with governance and chart of authority
- Ensure costs are accounted for and allocated appropriately to different cost centre
- Management of the Bank's cost base.
- Undertake a financial evaluation of all Bank projects and follow up to ensure implementation within the agreed timescale and costs.
- Undertake Budgeting, Planning, and collation of information for review of the Bank's Strategy.
- Undertake efficient taxation management of the Bank's financial operations.
- Maintain Bank premises, equipment, and furniture in a good state of repair. Manage all development projects in the Bank ensuring timely completion within approved budgets
- Maintain robust processes for processing accruals and prepaid expenses amortization at all profit/cost centres for the accuracy and completeness

Internal business processes 30%

- Tracking of total bank business performance
- Effectiveness of the unit structure and systems (policies, processes, procedures and tools) in achieving compliance requirements, optimal efficiency, resource utilization, and cost containment.
- Develop and implement comprehensive and effective procedures and controls to safeguard the Bank's business and assets i.e reconciliations, intercompany reconciliation/eliminations

- Lead the implementation of new and existing changes to the financial reporting policies and framework
- Ensure zero overdue of audit issues and failed issues assurance
- Deliver improved governance

Customer 20%

- Programs initiated and implemented to ensure preparation and distribution of relevant reports and stakeholders' awareness of impacts on business.
- Provide advice on accounting treatment of new products and structures
- Ensure Bank's reputation with external stakeholders such as regulators, auditor, and tax is protected

Learning and growth 20%

- Quality of leadership experienced throughout the division and how effectively that translates into conducive work environment and employee satisfaction
- Set performance objectives for each member in the unit according to the department's overall objectives.
- Regularly review performance to trigger feedback and prompt actions to ensure objectives for individuals and teams are met. Such actions include recognition of outstanding performance, and taking corrective measures, which may include coaching, mentoring, and training to develop new skills or attitudes.
- Carry out performance appraisals to provide an overall assessment for a set period of performance in a manner that enhances motivation and performance improvements.
- Ensure there is ongoing collaboration amongst the staff with other members of the Department, and with other relevant stakeholders in operating business entities to cultivate collective responsibility to achieve business goals.
- Interview and recruit new members of the team, including determining appropriate compensation levels with input from human resources.

Additional

- Give guidance, decisions and advice on financial planning, accounting and management and operational support for the bank.
- Approval of expenditure within discretionary powers delegated through the Head of Finance & Strategy provided that such expenditure is within the approved strategy and annual budget for the bank

Education & Qualifications

Academic:

- University degree or equivalent

Professional:

- Fully qualified Certified Public or Chartered Accountant or similar qualification.

Requirements

- Minimum 7 years post qualification experience in an accounting or audit environment, of which 3 years must be at senior management positions.
- Good numerical skills
- Good computer skills, especially MS Excel
- Strategic Planning Skills.

Characteristics

- Excellent interpersonal skills and good verbal and written communication skills.
- Negotiation and presentation skills.

Complexity/ Judgement

- Critical analysis and evaluation of management information requirements and evaluating these against impact on standard models, systems and resource constraints
- Ability to multi-task and make good judgement calls under pressure of the operational & system requirements
- Superior levels of judgement to assess impact of changes and business activities on systems, identifying trends and opportunities early enough and initiating remedial measures to solve potential problems
- Integrity and courage to challenge peers and to critically analyse change requests and recommend best course of action
- Conflict resolution skills and ability to establish good working rapport with all levels of senior management

Reporting To

- Head of Finance

Driving Licence

Not Required

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