



Job Description

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Job Title

Senior Manager - Financial Reporting,
Budgeting & Business Support

Job Location

Dar es Salaam

Category

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Job Type

Full Time

Job level

Senior Manager

Industry

Banking

Open to Expatriates

Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget

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Max Budget

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Primary Industry

Banking: 5 Years

Secondary Industry

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Primary Category

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Secondary Category

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Certificate

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Qualification

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Summary

This role involves leading the preparation of monthly management accounts, annual budgets, and corporate plans, while providing strategic financial insights and performance analysis to inform decision-making. The Senior Manager will drive financial forecasting, optimize cost and revenue management, and ensure compliance with accounting standards and regulatory requirements. Additionally, the role involves overseeing the maintenance of management information systems, supporting internal and external audits, and developing financial policies and procedures.

Responsibilities

Financial Reporting and Analysis

- Lead the preparation of monthly management accounts and performance tracking reports.
- Provide insightful commentary on emerging trends, linking current performance with future projections, risks, and opportunities.
- Monitor performance against budget and prepare monthly variance analysis reports.
- Lead the financial forecasting process, providing strategic insights and commentaries on financial performance.
- Advise senior management (ALCO) on key business parameters and their impact on financial plans.
- Interpret market intelligence and conduct competitor financial analysis to inform business strategy.
- Oversee the development of the bank's annual and long-term financial plans and budgets.
- Enforce expense management guidelines for proper cost control and optimization.
- Provide support for regulatory reporting in line with Prudential guidelines and other regulatory requirements.

Business Performance and Support

- Partner with business units to set financial targets and monitor performance against plans.
- Conduct periodic performance reviews with business teams and provide strategic recommendations.
- Drive cost and revenue optimization initiatives across business segments, products, branches, and distribution channels.
- Support the preparation of annual budgets for the bank's business entities.
- Ensure all projects and expenditures are properly documented and approved by relevant stakeholders.
- Conduct post-implementation reviews (PIR) for projects to ensure projected benefits are included in future budgets.
- Provide insights on financial statements to aid in decision-making and ensure business targets are met.

Management Information Systems (MIS) and Reporting

- Oversee the maintenance and development of management information systems (MIS) and financial databases.
- Ensure accurate and timely provision of financial reports to internal stakeholders (e.g., business divisions, senior management).
- Provide business intelligence through performance analysis by business segment, products, branches, distribution channels, and customer segments.
- Ensure that all stages of the fixed asset life cycle, including acquisition, depreciation, revaluation, and disposal, are correctly recorded.
- Ensure accurate mapping of General Ledger (GL) accounts for effective financial reporting.
- Maintain the Fixed Assets Register and ensure proper documentation of asset movements.

Audit and Compliance

- Provide support for internal and external audits, ensuring accurate and timely information is provided.
- Ensure financial reports comply with International Financial Reporting Standards (IFRS) and other regulatory requirements.
- Substantiate balance sheet balances and provide confidence in the bank's reported financial numbers.
- Collaborate with audit teams to ensure that financial data and processes are aligned with best practices.

Team Leadership and Development

- Lead and motivate a high-performance team, setting clear performance objectives and providing regular feedback.
- Foster collaboration and collective responsibility within the finance department and across the organization.
- Invest in the professional development of direct reports through training and growth plans.
- Serve as a role model for the team, demonstrating a commitment to excellence and service quality.
- Work with HR to implement staff engagement activities to enhance the organizational culture around service excellence.

Process Improvement and Policy Development

- Develop and implement financial policies, tools, processes, and procedures to ensure internal efficiencies.
- Ensure the continuous improvement of financial processes, reporting mechanisms, and business partnering practices.
- Support the development and maintenance of department policies and service level agreements (SLAs).
- Manage and improve business process flows to align with strategic goals.

Stakeholder Management

- Provide accurate financial information to key internal stakeholders (e.g., ExCom, business teams) in a timely manner.
- Coordinate with external stakeholders such as external auditors, regulators, and rating agencies to ensure compliance and transparency.
- Support the provision of information required by rating agencies, lenders, and other external stakeholders.

Education & Qualifications

- A Bachelor's degree in business related studies or equivalent. An MBA in Finance, Strategy or Business-Related Course will be an added advantage

Requirements

- A minimum of 5 years of post-qualification experience in a finance department or audit environment, with at least 3 years in a senior management role.

Characteristics

Leadership

- Ability to inspire and motivate a high-performance team.
- Acts as a role model, fostering teamwork and trust to support performance and customer-service-oriented culture.
- Utilizes performance management tools to optimize productivity and drive collective responsibility to achieve business goals.

Commercial Awareness

- Demonstrates a clear understanding of how key business issues impact the profitability of the bank.
- Recognizes the commercial implications of different courses of action and demonstrates an understanding of the market in which the bank operates.

Strategic Thinking

- Considers long-term implications of current activities, aligning short-term objectives with long-term strategic goals.
- Formulates clear, practical steps to meet business objectives while considering the bank's strategic direction.

Problem Solving

- Identifies root causes of problems and explores a range of solutions to address them.
- Makes timely, informed decisions based on reliable sources of information, and seeks input from others when appropriate.

Interpersonal Sensitivity

- Shares recognition for accomplishments and fosters a positive team environment.
- Actively encourages and supports contributions from team members, demonstrating respect for diverse perspectives and opinions.

Resilience

- Maintains focus on tasks under pressure, demonstrating determination and drive to overcome obstacles and complete projects.
- Responds to challenges in a controlled, professional manner, and remains focused on achieving objectives.

Communication

- Presents ideas in a clear and concise manner, adapting communication style to different audiences.
- Responds effectively to objections and ensures that messages are understood by stakeholders at all levels.

Planning and Organizing

- Effectively manages available resources to achieve desired results, keeping track of progress on tasks and projects.
- Develops contingency plans and risk management strategies to address unexpected events.

Action-Oriented

- Takes proactive steps to improve progress and drive initiatives without waiting for others to take action.
- Demonstrates a sense of urgency and commitment to achieving objectives.

Driving Licence

Not Required

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