

# Head of Finance

Business Unit: International Security Services

Career Area: International

Location: Dar Es Salam, TZ

GardaWorld is a leading company in the region in the provision of security solutions, facilities management, and training services across East and Central Africa.

To strengthen our growing Finance Department, we are recruiting for **Head of Finance** in our Finance Department, HQ offices in Dar es salaam, Tanzania

**Key responsibilities of the incumbent:** - The incumbent will be responsible for ensuring that GW Tanzania financial planning, analysis and reporting is done correctly and on a timely basis so as to provide financial information to Management for decision making.

## **Specific Area of focus are: -**

- Carry out financial analysis including budget and month on month variance analysis is done on a timely basis and provide adequate explanations on the variances as reported.
- Oversee the payroll function ensuring that all salaries and wages are computed correctly according to the laid down guidelines and are paid on time. This includes checking and approving payroll computations and ensuring timely payment of monthly salaries and wages.
- Provide timely and accurate analysis of budgets, financial trends and forecasts working with Business Units Directors and head of departments to develop annual budgets and business plans;
- Regularly review the General Ledger and Company Accounts designation to ensure that they are adequate and appropriate for purposes of providing relevant and reliable management information on a timely basis;
- Manage financial reporting, ensuring timely and accurate reporting of monthly, quarterly and annual financial statements and management reports;
- Check and confirm monthly management and financial statements and liaising with auditors for any adjustments that may be necessary during the audit.
- Develop and implement appropriate internal control systems and financial procedures across the company and ensure adherence to the set policies. Take lead in updating, reviewing and documenting GW Tanzania financial policies and procedures;
- Monitor all financial activities and practices to ensure compliance with statutory requirements and company policies;
- Support Credit Control function and ensure debts are collected and issues resolved on a timely basis;
- Oversee and manage treasury and banking functions;
- Approve LPOs, payments, EFTs, sign payment cheques and ensure suppliers of goods and services are paid on a timely basis;
- Actively manage finance team members in accordance with GW HR policies and processes and ensure the team members are supported to maintain excellence in service delivery and have opportunities for professional development.

## **Skills and Qualifications required for this role: -**

- Bachelor's degree in Business Administration, Finance or its equivalent from a recognized institution.

- CPA or its equivalent and Member of Institute of Certified Public Accountants or a relevant professional body
- At least ten (10) years in Accounting and Finance, 5 of which should have been at a supervisory level.
- Technical skills in most if not all aspects of financial management with a focus on budgets and financial analysis, decision making processes, accounting policies and procedures
- High standard of IT literacy including NAV software, MS Office, in particular advanced Excel skills •  
Conversant with Kenyan Tax laws

**Competencies:**

- Strong leadership skills with hands-on capability and management style.
- Demonstrate a high degree of sensitivity, confidentiality when dealing with internal and external customers.
- A go-getter, enthusiastic, results oriented with excellent interpersonal, communication and social skills.
- A forward planner with clear focus, well-organized, detail-oriented and able to multi-task
- Have a high sense of accuracy, attention for detail and with strong analytical ability.
- Business acumen, strategic thinker with ability to make sound decisions for the business
- Have good numeracy, problem analysis and reporting skills;
- High moral standing with impeccable integrity; and
- Ability to grow, support and develop talent within the department.

If you meet the stipulated criteria and you are interested, please log in to our career website and follow the application guidelines.

**GardaWorld: Make the world a safer place**

GardaWorld is a global leader in the security industry, offering a wealth of opportunity to individuals looking to gain experience and develop professionally in a growing industry. We offer flexible schedules, diverse work assignments spanning multiple industries, and training and career advancement opportunities. We embrace diversity and welcome newcomers, women, students, retirees, reservists, veterans, and more to join our team, as we are proud to be an equal opportunity employer.

We thank all candidates for their interest; however, we will communicate only with the selected candidates.

**Job Segment:** Payroll, Accounting, Financial, CPA, HR, Finance, Human Resources

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