



**WE' RE  
HIRING**  
*Join our Team*

### CHIEF FINANCE OFFICER.

Victoria Finance Plc (VFP) is a leading Microfinance Institution in Tanzania. Established in 2009 and commenced operations in 2010, the Company is a regulated Microfinance Institution dedicated to providing Microfinance services to low and middle-income earners, women and youths in Tanzania. The company attained its public limited status in 2014, paving the way for diverse public ownership. The company currently has three branches and one insurance broking subsidiary company-Victoria Insurance Brokers Limited which was established in 2017.

The Company is looking for a dynamic, experienced individual with proven strategic financial management experience, administration leadership and a qualified accounting professional to fill the position of **Chief Finance Officer**. The incumbent reports direct to the Managing Director.

#### Job Profile

The job focuses on improving the quality of financial management, human resources and administration.

Specifically provides leadership in financial reporting, planning and budgeting, management of company's assets and ensure cost effective procurement, ensure quality human resource and competency development. Drive and implement company strategy, structures, policies, tools, processes and procedures that ensure internal efficiencies, and effective preparation and dissemination of financial information for management decision making, regulatory & statutory reporting purposes.

#### Key Responsibilities

- a) Ensuring that proper books of accounts are kept in accordance with the International Financial Reporting Standards and the applicable laws and regulations in Tanzania.
- b) Ensuring that financial reports are prepared accurately and circulated to all users within the agreed time frame. These reports include; the monthly management accounts, quarterly and annual financial reports
- c) Ensuring that the computation of taxes due, payment thereof and full compliance with Tax legislation
- d) Ensuring that the general ledger systems are well maintained and all accounts fully reconciled and substantiated at all times.
- e) Coordinate the preparation of the strategic plan, annual budget and reviews.
- f) Authorise expenditure request forms and payment approval within delegated authority limits.
- g) Control operating expense through strict approval procedure for all amounts within prescribed limits.
- h) Provide key enablers for Performance Management and decision making process (systems / reporting
- i) Develop and implement systems for collating and analyzing financial and operational data to provide relevant management information and reports to specified stakeholders. This includes development and management of reporting calendar/schedules
- j) Regularly review performance to trigger feedback and prompt actions to ensure objectives for individuals and team are met. Such actions include recognition of outstanding performance, taking corrective measures, which may include coaching, mentoring, and training to develop new skills or attitudes.
- j) Carry out performance appraisals to provide overall assessment for a set period of performance in a manner that enhances motivation and performance improvements.

#### Qualifications, skills and experience

- a) Academic and professional qualifications in Accounting or Finance and a holder of CPA/ACCA. MBA will be an added advantage.
- b) Ten (10) years post-qualification experience in banking or microfinance institution.
- c) Five (5) year's relevant work experience in senior management role
- d) Practical experience in use of relevant MS Office applications and accounting packages.
- e) Good experience financial management, control and planning and administration
- f) Technical skills to effectively perform and/or guide performance of Financial Management activities/tasks in a manner that consistently achieves high quality standards or benchmarks.
- g) Knowledge and experience in modern financial management practices in financial services industry to provide visionary guidance on strategic changes to support business performance.
- h) Ability to establish and maintain strong partnerships/relationships with banks/financial institutions, international funders and investors.
- i) Strong problem solving, analytical skills and creativity
- j) Excellent presentation, communication and personal effectiveness skills.
- k) Adept at working with diverse teams, delivering change and demonstrating value for money.

*NB: VFP is an equal opportunity employer. Women are strongly encouraged to apply.*

#### To apply:

info@victoriafinance.co.tz  
Deadline: 15th October, 2023

Victoria Finance  
Gives more !