

WE ARE

HIRING!

Join our team as a Full Time:

FINANCE AND ADMINISTRATION MANAGER

Location: Dar es Salaam, Tanzania,
Closing date: Monday, February 25, 2024



Required Experience & Qualifications

- Bachelor's Degree in Finance, Economics, Business Management, or a related academic field from an accredited institution.
- Minimum of 5 Years working experience in the field of finance, administration and accounting with 3 years at managerial level.
- Must possess CPA and or equivalent in accounting and finance professional.
- In-depth knowledge of operations, business management and financial performance analytics.
- Experience with computerized accounting and strong organizational and leadership skills.
- Excellent oral and written English. Proficiency in local/other languages is a plus.

Job Responsibilities/Specific Duties

Administrative duties

- Oversee the recruitment of staff.
- Ensure that there is an adequate and conducive office environment for all staff (furniture, security and safety, equipment and supplies.
- Ensure the safe custody and security of all organizations' assets including vital records (purchase contracts, proof of ownership documents, after sale service contracts, etc.)
- Manage the performance of subordinate staff and develop and implement training and development plans to ensure their performance is aligned with business goals and objectives.
- Liaise with all stakeholders, for example, clients, government institutions, suppliers and other stakeholders to ensure that organization's interests are properly represented and safeguarded.

Accounting/Finance

- Providing leadership, direction and management of the finance and accounting team.
- Providing strategic recommendations to the managing director and members of the executive management team.
- Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting.
- Advising on long-term business and financial planning.

- Establishing and developing relations with senior management and external partners and stakeholders.
- Reviewing all formal finance, HR and IT related procedures.
- Ensure that the finance and administration unit complies with laid down policies, procedures and regulations.
- Co-ordinate the annual audit and follow up on recommendations and action points raised by auditors
- Organize the preparation, approval, and execution of the budget and ensure adequate budget control practices.
- Review, develop and maintain sound reporting systems to facilitate effective financial management and strong internal control mechanisms.
- Ensure an effective internal control system is maintained and adheres to statutory and fiscal requirements.
- Record, analyze and report management accounts accurately in accordance with rules and procedures.
- Develop, update and implement finance and tax strategies, policies and processes.
- Initiate and coordinate the formulation of business plans and annual budgets and monitor progress toward achievement.
- Review annual tax returns from consultants to ensure that they are properly computed and filed in accordance with the inland tax legislation and business strategy.
- Manage and supervise daily departmental accounting entries to ensure that the transactions are properly booked in accordance with generally accepted accounting principles.
- Provide accounting technical support to business units to ensure reported issues/complaints are addressed or corrected timely in accordance with service level agreements.
- Carries out any other tasks as assigned by the Managing Director.

Application submission

Apply now at: hisp.tz/vacancies

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<https://hisp.tz>

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