

Job Title: HEAD OF FINANCE

Reporting to: MANAGING DIRECTOR

1. PURPOSE OF JOB

To manage, direct and implement the Bank long term and Short term financial strategies and maintain proper accounting records and to develop and implement financial controls. Also to ensure that accurate, timely and reliable financial information is provided for decision making, risk management and regulatory compliance to ensure financial sustainability and maximization of shareholder value.

2. REQUIRED QUALIFICATIONS

- A 1st University degree in either Commerce, Finance, Statistics or Accounting
- Professional qualification in either Certified Public Accountant- (CPA (T)) or ACCA. (Mandatory)
- Master's in Business Administration would be an added advantage.

3. FINANCIAL RESPONSIBILITIES

- To ensure data integrity that the bank records a true reflection of the position of the bank
- To prepare accurate, reliable and timely financial information for decision making and compliance purposes
- To coordinate preparation of long term and short term business strategies
- To collecting and Analyzing market data for presentation and guidance to management
- To co-ordinate external audits and act as the Bank Liaison with the External Auditors
- To drive the Budget preparation process and guide all Head of Functions in preparation of Departmental budgets
- To prepare and recommend to the Board of Directors interim and year-end published financial results, including the content and quality of Management accounts, economic forecasts and financial budgets and overall financial reporting of performance and trends.
- To be responsible for cash flow management, cash flow planning, identification, and make recommendations where necessary.
- To ensures compliance with the local regulators.
- To ensures adherence to procurement policies and procedures.
- To coach, mentor and develop a team of professionals in order that they are equipped with the necessary financial skills for compliance, reporting and cost control.
- To closely monitor monthly expenditure and negotiate with all suppliers in order to get best value items and consumables at a reasonable cost.
- To maintain and implement day-to-day controls and processes to ensure that Legal and Financial requirements and regulations are complied with and that the accounting records are reliable and accurate for proper management information.
- To prepare year-end financial statements for audit purposes, for the public as per the BOT requirement and for the Shareholders.

3. REQUIRED QUALIFICATIONS

- ▶ A 1st University degree in either Commerce, Finance, Statistics or Accounting
- ▶ Full professional qualification in either Certified Public Accountant- (CPA (T)) or ACCA. (Mandatory)
- ▶ Master's in Business Administration would be an added advantage.

4. REQUIRED EXPERIENCE

- ▶ 10-15 years of experience in a Finance function within the financial services industry
- ▶ At least 5 years in a senior Management role.

5. REQUIRED SKILLS

- ▶ Good knowledge of International Financial Reporting Standards (IFRS).
- ▶ Experience of accounting packages and excellent computer skills especially in working with excel for financial modelling.
- ▶ In depth knowledge of Central Bank local regulation and local tax.
- ▶ Excellent knowledge of numerical, data analysis and forecasting methods

6. KEY BEHAVIORS COMPETENCY NEEDED

- ▶ High degree of self-initiative and ability to handle pressure especially under tight deadlines.
- ▶ Good negotiation Skills.
- ▶ Good Managerial and Team leadership/Player skills.
- ▶ Strong decision-making skills.

Application deadline 08th July, 2022

Please send your Application to
ffelician@mhbbank.co.tz