

Mwanga Hakika Bank Limited (MHB) is a fully-fledged Commercial Bank and 100% owned by local Tanzanians. We have exciting opportunities for enthusiastic and committed individuals to join our dynamic and growing team in the following open vacancy:

## JOB DESCRIPTION – FINANCE MANAGER

### JOB PURPOSE

The primary objective of the **Finance Manager** to oversee the working of the Finance and Accounts Department under the leadership of Head of Finance & Administration. The Finance Manager is accountable for supporting the Departmental Heads, Branch Managers by ensuring detailed financial accounting and reporting in accordance with international accounting and financial reporting standards.

### SUMMARY OF THE KEY DUTIES AND RESPONSIBILITIES

#### Responsibilities

- Provide strong day-to-day overview of all financial activities including accounting and budget functions.
- Manage the accurate and timely preparation, analysis and distribution of all financial reports (i.e. income statements, balance sheets, cashflow statements, budget variance analysis, tax returns and other statutory reporting requirements) including identification of potentially weak areas with recommendations for corrective measures.
- Ensure compliance with laws and regulations applicable to MHB's finance operations and reporting requirements.
- Review and ensure application of related policies, procedures and internal controls on a regular basis and submit appropriate improvement plans and strategies for consideration and approval as required.
- Ensure governance and controls are reviewed, analyzed and delivered as per MHB policies, appropriately working with Internal Audit department.
- Oversee the approval and processing of revenues and expenditures, budget tracking, billing and payroll to ensure accurate and timely maintenance of the MHB trial balance and general ledger.
- Manage changes and improvements in automated financial and information management systems.
- Ensure accounting and reporting systems are maintained in accordance with International Accounting Standards and International Financial Reporting Standards.
- Meet regularly with Department Heads to keep informed and to offer support and direction as required.
- Support the oversight and implementation of the MHB liquidity investment strategy and contingency funding plan.
- Support initiatives that will raise additional capital as required for expansion.
- Maintaining relationships with lenders and key depositors.

Other tasks and responsibilities that will enable the fulfillment of the above noted responsibilities include:

- Management and safeguarding of the financial and material resources of MHB in Tanzania.
- Management and reconciliation of all MHB accounts including suspense and adjustment accounts ensuring all transactions thereto are appropriately accounted for thus returning the account balances to zero.
- Implementation and management of an efficient and operational system for document management and filing.
- Managing the semi-annual and annual inventory of the MHB's fixed assets.
- Participation in budget preparation and oversight of budget management and control.
- Managing the MHB's annual external audit and cooperating with periodic internal audits.
- Driving process improvements within the department to maximize and improve operating efficiencies.
- Developing a strong network within the wider business to ensure that any activities which have an impact upon the Finance Department Team and performance are identified and appropriately managed.
- Raising the profile of the Finance Department Team within the business through sharing of best practices, positive and proactive participation in wider business projects and identification of change management or strategic projects for team involvement.
- Performing any other duties and responsibilities as assigned by the Head of Finance.

#### KEY COMPETENCIES REQUIRED AND ACADEMIC BACKGROUND

The Finance Manager must have good practical knowledge and experience in the financial services sector and the foresight to see how the intricate day-to-day finance and accounting activities link with and support the achievement of the vision and mission of MHB. In this regard, specific qualifications and requirements include:

##### **A: Required Qualifications**

- 1st University degree in either Commerce, Finance, Statistics or Accounting
- Full professional qualification in either Certified Public Accountant- (CPA (T) or ACCA.
- Postgraduate Diploma or Masters is an added advantage.
- Member of NBAA.

##### **B: Required Experience:**

- 5 years and above in a Financial Institution or in an FMCG of which 3 should have been at Senior Level.

##### **C: Required knowledge and 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.



- Good analytical and statistical skills
- Good knowledge of financial and accounting IT systems.

Interested candidates are requested to submit their applications to [career@mhbbank.co.tz](mailto:career@mhbbank.co.tz). The deadline for application is **April 26, 2024**. Only shortlisted candidates will be contacted.

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