



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 – SENIOR FINANCE OFFICER

JOB PURPOSE

The Senior Finance Officer is primarily responsible to assure that all financial and fiscal management aspects of the bank operations are done with complete accuracy, statutory compliance and within the defined timeliness. This includes providing day-to-day leadership support and coordination in close collaboration with the Head of Finance relating to the administrative, business planning, accounting and budgeting activities of the MHB.

The Senior Finance Officer must assist in managing and maintaining of proper accounting records as well as development and implementation of sustainable efficient financial planning, performance controls, business support, long term, and short-term strategies to ensure that accurate, timely and reliable financial information is provided for decision making, risk management and regulatory compliance.

SUMMARY OF THE KEY DUTIES AND RESPONSIBILITIES

Responsibilities

- Assist in the preparation of accurate and timely monthly management accounts for purposes of budgetary control and for decision making.
- Analyze all GL accounts and suspense accounts and identify and propose corrective action of any unusual entries or balances.
- Assist in the Business planning and Budget preparation process and guide all Head of Functions in preparation of Departmental budgets.
- 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.
- Prepare monthly and quarterly BOT returns as per prescribed formats and advise management on compliance as well as preparation, payment and filing of taxes to the Tanzania Revenue Authority
- Prepare quarterly financial results for publication i.e. balance sheet, income statement and cash flow.
- Prepare monthly performance reviews and circulate to concerned departments.
- Compile and analyze Asset and Liability management report (ALCO).
- Champion the Data Clean up and automation of reports to improved data integrity.
- Improve costs management through circulation and presentation of monthly Departmental costs analysis to management.
- Collect relevant financial and non-financial information about the financial industry and peer industries, ensure it is stored in a user-friendly information warehouse and ensure utilization by management.
- Timely resolution and non-repetitive audit issues.
- Undertake any other task as assigned by the reporting officer/ Head of Finance.



KEY COMPETENCIES REQUIRED AND ACADEMIC BACKGROUND

The Senior Finance Officer must have good practical knowledge of 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

- A 1st University degree in either Commerce, Finance, Statistics or Accounting
- Full professional qualification in either Certified Public Accountant- (CPA-T) or ACCA is an added advantage.
- Postgraduate Diploma or Master's degree will be an added advantage.
- Member of NBAA.

B: Required Experience:

- 3 years and above work experience in a Financial Institution (i.e. Bank, Microfinance Company) any related industry.

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. The deadline for application is **May 15, 2024**. Only shortlisted candidates will be contacted.

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