



FINANCE MANAGER - VACANCY.

JOB TITLE: Finance Manager

REPORTING TO: Head of Finance

RESPONSIBLE FOR: Reporting, Control & Tax Compliance

DEPARTMENT: Finance

HOURS OF WORK: 8am - 5pm Monday to Friday. Additional hours as required by workload.

REGION: Dar es Salaam

End of Application: 19th July 2024.

JOB DESCRIPTION:

PURPOSE OF JOB

- The Job holder will manage the Regulatory Reports, Lenders reports and others Management reporting requirement for the Company. He will serve on the senior management team to provide the comfort on Regulatory Compliances & provide in-depth analysis of financial issues and projections of the company.

PRINCIPLE ACCOUNTABILITIES

RESPONSIBILITIES

- Prepare company's financial reports, daily, monthly Quarter and annually as the financial update to the management and track action points resulting from the management reviews.
- Manage end to end Preparation of B.O.T Reports (Daily, Weekly, bi-weekly, Monthly etc)
- Participate & keep track during time for developing Companies business strategies for subsidiaries and tracking implementation of long-term goals of the organization,
- Control duties such as preparations of reports, required by regulatory authorities and other stakeholders- management, approval of payments, etc.
- Play active roles during preparation of annual business plan for the Company to

Equity for Tanzania Limited (EFTA)

P.O. Box 7293, Moshi, Tanzania

Tel: +255 (0) 27 27 54696 Email: info@equityfortanzania.org



EFTA
EQUIPMENT LOANS

ensure that Finance is fully aware & assist the Management of the Company to meet its financial goals as per projected timeline.

- Control duties such as preparations of reports, required by regulatory authorities and other stakeholders-
- Perform sensitivity and forecast for immediate highlighting possible non-compliance of statutory issues.
- Regular capital management planning and forecasting. Ensure optimization of capital structure and appropriate mix of tier I and II capital while monitoring capital adequacy levels.
- Manage compliance with tax laws and all tax & levies aspects including transfer pricing, withholding taxes, indirect taxes, PAYE and tax planning.
- Manage all tax returns- Submission, reconciliation and payments
- Liaise with Tax Consultants on tax related matters including tax planning.
- Liaison with Tanzania Revenue Authority on all matters relating to taxation.
- Manage all the finance postings and activations.
- Responsible for tax side of budgets and forecasts.
- Any other duties as may be assigned or allocated by her immediate supervisor.

FINANCIAL RESPONSIBILITIES

- Manage Financial and Tax Risks for the Company

INDEPENDENT DECISIONS

- Be decisive and make independent decision in line with Company's laid down policy and regulations.

INTERACTION WITH OTHERS

Internal: Regular contact with Corporate and other staff

External: Regular contact with B.O.T, TRA, External Auditors, Tax consultants, etc

SKILLS

Equity for Tanzania Limited (EFTA)

P.O. Box 7293, Moshi, Tanzania

Tel: +255 (0) 27 27 54696 Email: info@equityfortanzania.org



EFTA
EQUIPMENT LOANS

- Graduate in Accounts / Finance
- CPA holder and registered by NBAA (ACCA, CIMA)
- Knowledge of applicable laws & regulations – Central Bank and Tax & Levies
- Good analytical skills
- Strong organizational and leadership skills.
- Excellent oral and written English

QUALITIES

- Honesty and Integrity
- Observe confidentiality at all times
- Good team player and hard working

OTHER

- Carry out work in accordance with the companies' procedures
- Perform the assigned tasks with due diligence
- Eliminate waste of whatever form, suggest the use of new practices, and contribute to the continuous improvement of the Company.

How to apply:

For all interested candidates kindly visit our website: www.efta.co.tz for applications.