



**POSTA NA SIMU SAVINGS AND CREDIT
CO-OPERATIVE SOCIETY LIMITED**

REG. No. DSR. No.118

P.O. Box 3948 Dar es Salaam Tel: 022-2182267/2182077 Fax 2182053

VACANCY

POSITION: Head of Finance
LOCATION: Posta na Simu SACCOs Head office-DSM
REPORTING RELATIONSHIP: He/She will be reporting to the SACCOS Manager

Nature and Scope

The successful candidate will report to the Manager. He/She will be responsible for maintenance of books of accounts, financial reporting and all back-office operations.

Duties and Responsibilities

- (i) Reports to the Manager
- (ii) Supervise the accounts department and monitor financial information on a daily basis.
- (iii) Ensure that accounting records are accurately and properly prepared and maintained
- (iv) Co-ordinate budgeting exercise including production of regular budget reports and budgetary control
- (v) Ensure formulation and implementation of an effective information systems strategy and provide appropriate information systems capability to all end users in line with the bank's business needs
- (vi) Advise the SACCOs on tax matters i.e. VAT, corporate tax, PAYE, withholding tax, to ensure statutory compliance and prepare the relevant monthly/annual returns
- (vii) Design and implement internal financial controls; (viii) Monitor cash requirements/position
- (viii) Prepare bi-annual and annual statutory accounts in line with accepted accounting standards and liaises with external statutory auditors
- (ix) Carry out other related duties assigned by the superior from time to time.

Functional/Technical Competencies

- (i) Ability to interpret accounting standards and Cooperatives/Central Bank policies on financial regulations and implement them within SACCOs strategic plan and operations
- (ii) Ability to formulate financial targets and budgets in accordance with the strategy
- (iii) Ability to control all financial transactions and accountancy matters, including audit systems
- (iv) Ability to manage SACCOs policies regarding capital requirements, debt, taxation, equity and acquisitions

Qualifications, Knowledge and Experience

- (i) Holder of a Degree/Postgraduate qualifications in one of the following field; Accounts, Commerce, Economics or related discipline
- (ii) Internationally recognized accounting qualification such as ACCA, ACA, CPA (T)
- (iii) Experience at a managerial level on Finance and Administration in a Financial institution or SACCOs will be an added advantage
- (iv) Leadership, motivation and Human Recourse management skills.

Duration of the contract:

The position is based on a 3 years' contract, full time and renewable subject to performance.

Salary

The salary shall be according to the scheme of service of Posta na Simu SACCOs which will attract other fringe benefits.

Mode of Application

Eligible candidates possessing the above qualifications and attributes are advised to submit their applications including the following;

- ✓ Certified photocopies of professional certificates and academic transcripts
- ✓ Most recent Curriculum Vitae (CV)
- ✓ Names and contact details of at least two professional referees
- ✓ Contact details: Telephone, E-mail and physical Address

Applications should be sent by email through this email address [***ajira @postanasimu sacco.co.tz***]

Deadline

Deadline for application is 02nd November, 2019 at 23:59 hrs.