



SENIOR FINANCE OFFICER

- Dar es Salaam, TZ
- Full-Time

MANAGEMENT EXPECTATIONS

- Execute and assist to ensure proper project cost management and proper record maintenance, accurate and reconciled transaction on daily basis that enables sound analysis monthly
- Assist in managing the company's management accounts, monitoring, and reporting systems
- Assist in ensuring compliance with international financial reporting standards (IFRS) and other regulatory requirements

KEY PERFORMANCE MEASURES

Updating Bank Register (Tracking Cash Flow)

- i. Ensure review of bank transactions; look for any pending or cleared checks, automatic payments, or any other transactions affecting the bank account; also review and look for any incoming or outgoing transactions (e.g., deposits, withdrawals, bank fees, transfers).
- ii. Update the bank register with all transactions (both incoming and outgoing) that occurred on that day with proper narration and category.
- iii. Reconcile Bank Balance: Compare the bank register with the current bank balance, ensure that the recorded transactions match the actual bank balance, and Identify and resolve any discrepancies (e.g., missed transactions, data entry errors, etc.)
- iv. Track Cash Flow; Update the daily cash flow summary, showing the total inflows and outflows with accuracy, follow up on any transactions that are pending or haven't cleared yet (e.g., checks, payments) and Keep track of any upcoming payments or receipts that might affect cash flow
- v. Save copies of receipts, bank transaction logs, or any supporting documentation related to today's bank activity, and ensure all records are well-organized and can be easily accessed for future reference or audits
- vi. Review bank statements for any discrepancies, errors, or charges that should be disputed, and Escalate by Reporting any issues with the bank to ensure corrections are made.

vii. Perform any other controls on reconciliation and report related to cash and bank management or as guided

viii. Prepare weekly/monthly cash cashflow report and forecast whenever needed by management.

Preparation of payment Request - Payment Processing

i. Review & Gather Required Documents; Verify invoices received from vendors/suppliers, Cross-check invoices with purchase orders and delivery notes, ensure all approvals and supporting documents are attached, and Check compliance with company policies and payment terms.

ii. Confirm bank details of the payee

iii. Submit payment requests for GM/CEO approval, follow up on pending approvals and Resolve any queries raised during the approval process on time.

iv. Maintain proper filing of payment documents

v. Follow ups with Treasury of payment processing, sharing POP and Notify vendors/suppliers of processed payments

vi. Follow up on any rejected or delayed payments to resolve and escalate if necessary

vii. Prepare daily or weekly payment reports

viii. Ensure daily Tracking of Pending Payments and push for clearance

Preparation and filling of Payment Vouchers

i. Ensure proper review and attach of Supporting Documents such as LPOs, PFI, Work Order Completion Certificate, Invoices, Receipts, Contracts, Approvals, etc.

ii. Ensure accuracy of payee name, amount, and purpose. Proper details on the PV are captured

iii. Properly Organize of Physical Files; File the voucher and supporting documents in the correct folder and Serial by date or PV number

iv. Maintain Digital Records; Scan and save a soft copy in the finance database

v. Ensure Daily Posting of Payment Vouchers (all Outgoing from Bank Statement) to respective GLs and Mapped correctly with relative project codes, all postings withing 24hrs

vi. Submission of Payment voucher for signature and Approval on daily basis

Bank Reconciliation

i. Retrieve Bank Transactions: Download the latest bank statement or transaction records from the bank portal and ensure all deposits, withdrawals, and charges are visible,

ii. Ensure Bank accounts on SAP reflect all daily transaction as per bank statement

- iii. Match Transactions by comparing bank transactions with SAP cash books (Bank accounts both TZS and USD), Identify and mark transactions that match and investigate for any discrepancies
- iv. Adjust and Correct Errors for the identified discrepancies (duplicate entries, missing entries, bank fees, direct debits, unrecorded payments, checks not yet cleared, etc.)

Daily incoming Posting

- i. Ensure on daily posting of incoming to respective GLs/BP and correct customer is done.
- ii. Ensure to obtain and file POP from Customer. Do Not Post on BP if un-known deposit. Ensure same is supported with POP and Receipt
- iii. Issue Receipt for all incoming once verified and approved
- iv. Use of Incoming Query in SAP to produce desired reports and also update incoming on WhatsApp group for visibility
- v. In case of un-known receipt, liaise with respective Property Manager or Finance Manager and Head of Finance to identify the customer.

Reconciliation of Contractor's statement with SAP

- i. Daily Updating of contractor's statement for Project Costing, Advances given and Materials to off-set issued
- ii. Ensure to obtain supplier/ Contractor's statement periodically
- iii. Maintain and share Weekly, a reconciliation summary of Balances between SAP balance with Excel statement of account and that of the contractor. Explain the difference if any. (Explained reconciled item)
- iv. Submission of weekly contractor reconciliation (excel vs SAP and SAP vs contractor statement
- v. To ensure proper offset entries are passed as a result of material offset

Project and Construction Costs Management

- i. Assist to uphold & implement strategies to control costs within the budget and assess value for money for all money spent.
- ii. Assist in ensuring an Up-to dated Gantt Chart for all project is maintained to monitor budgeted Project Costs Vs Actual Spending, and ensure dully reconciled with System and Cash/Bank register
- iii. Assist to obtain bill of quantities (BOQ) per site and accounted for to reflect cost of each respective Project.

- iv. Assist in Periodic review and update on BOQ for any Project Cost Variation and the same has been property analysed and approved. No Variation to be accounted for if not Approved, unless advised otherwise in writing.
- v. Assist to ensure timely reconciliation of all Contractor's Statement and SAP system for each respective project code and cost center
- vi. Ensure Completion Certificate is obtained for each payment made to contractor and properly filed to maintain audit trail.
- vii. Assist to account for and maintain filled records of all EFD receipts raised per site for under each contractor's account for all materials supplied.
- viii. To advise areas where costs can be minimized or avoided.

Revenue Assurance (Customer Billing - AR invoicing on SAP)

- i. All rental income has been posted in the system and other Invoices have been prepared on time
- ii. Contact with customers and push for collection.
- iii. Invoicing reconciliation, tenant's withholding tax monitoring on daily basis
- iv. LED invoices and other sources of revenue has been booked accordingly
- v. Ensure sharing Weekly Expected Collections for both Property and Project
- vi. Assist to Ensure availability of tenant's statement from PMs and debtors reconciliation is done including aging analysis.
- vii. Ensure providing Monthly ageing analysis
- viii. Tenant schedule duly reconciled with billed rental income and accrued rental is reconciled on monthly basis
- ix. All Electricity Billing has been done and ensure dully reconciled with meter reading.

Appropriate uphold of designed and operating effectiveness of the financial reporting system (Financial Control)

- i. Assist to uphold of designed internal controls relating to the financial reporting system.
- ii. Assist to uphold operating effectiveness of the internal controls relating to financial reporting system.
- iii. Work closely with FM and other stakeholders, to ensure proper controls are kept.
- iv. Challenge escalated on time for management action
- v. Uphold and ensure adherence to designed SOPs across all related area engaging with Finance. i.e (Procurement SOP, Operation SOP and all Finance Related SOPs)

Monthly Performance report

- i. Assist in ensuring timely submission of reports by adhering to Daily Posting policy to mirror daily transaction with each respective reconciliation
- ii. Ensuring proper cashflow referencing and has been mapped accurately.
- iii. Ensure to adhere to month end report by 2nd of every month

Budgetary control and management

- i. To ensure before it is being paid, valid and accurate liability is known. No account to be overpaid unless approved in writing.
- ii. Monitor efficiency between budget vs actual amount paid and % of completion

General Ledger Reviews

- i. Ensure weekly Self-review of all GL codes for proper and accurate posting

Systems Utilization & Automation (SAP, Power BIs etc)

- i. Ensure 100% SAP utilizations for all transactions and monetary events
- ii. Ensure real time posting of all transactions as the transactions and events unfold
- iii. Ensure all project related transaction are posted to respective project code as cost center
- iv. Ensure Internal reconciliation of balances for all Business Partners is done effective for both Property and Project data base.
- v. Assist to ensure continuous improvement and generation of reports directly from SAP e.g., Power Bi analysis, cashflow statement, Balance sheet and Income statements

Any other tasks given by management

- i. Adherence on any new tasks given by management on special exercise relating to finance complying accounting profession

Attitude in General

- i. Always positive and constructive criticism will be accepted

Skills Requirements & Abilities

- Accounting Knowledge
- Good Computer Skills
- Good Communication & Reporting

- Financial Reporting skills
- Financial Markets Knowledge
- Banking systems knowledge
- Knowledge of Audit Requirements
- Analytical Skills

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