

Procedure applicable : OHSAS 45001-2018, ISO 9001 & 14001 - 2015
Title: Chief Financial Officer (Bravo Logistics Limited)
Reporting to: Managing Director
Direct Reports : Chief Accountant , Financial Accountant, Cashier, Assistant Accountant & Records Management, Procurement Officer, Stores Officer, IT Officer
Location : Dar es Salaam with Frequent Travels to Site of Operations

Job Purpose:

Ensures smooth running of the organization through deploying proper Financial Management systems, processes and procedures. Direct supervision of all day to day accounting and financial activities. Primary responsibilities include supervision of daily and period end processes preparing, period, Quarter and Annual reporting while supervising Chief Accountant, Accounts Receivable, Accounts payable, Payroll Processing, IT, Procurement and Stores, GL Activities and reporting. Develop procedures and implement systems which align with policies and procedures for the company and advance effective financial management performance across the organisation.

To ensure the maintenance of accurate financial records, assist in the production of financial reports and maintain and develop an effective system of controls and an organisational culture that strategically manages risks.

Roles and Responsibilities

Technical

- Manage annual financial planning and forecasting processes to produce robust plans for BLTL. Lead the financial performance management process
- Ensure BLTL has the systems and procedures in place to support strategic plan implementation and conduct flawless audits.
- Responsible for financial record keeping and performing financial procedures (receipts, payments, petty cash, payroll) This include involvement in developing partner relationships
- Lead development and maintenance of strong control environment (bank reconciliations and other control accounts, performance management data & etc.)

- Support company initiatives including software and systems implementation and other departmental wide improvements, through research, planning and implementation, as needed
- Establish acceptable accounting procedures in revenue recognition and expense accruals sufficient to effectively control assets of the company.
- Lead an organization with methods and actions that are full compliance with all applicable laws, regulations, and company policies.
- Play a role in planning training and development for financial teams
- Effectively organise and manage internal and external audits
- Produce statutory accounts and manage audit.
- Ensure all internal control systems, SOP's and procedures are upheld and strictly followed.
- Ensure that accounting records and books of accounts are kept up to date and are in accordance with the organisation's finance manual.
- Contribute to strategy formulation, budgeting and budgetary control.
- Review and analyze financial information and summarize financial status.
- Produce error-free management reports and present their results.
- Spot internal control weaknesses and suggest ways to improve efficiency and spending.
- Prepare revenue projections & forecasts
- Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.
- Ensure organisations' financial health by closely monitoring receivables.
- Review and recommend modifications to accounting systems and procedures.
- Secures financial information by completing database backups.

Team development and relationship with colleagues

- Work closely with Unit heads and managers and develop strong relationships with colleagues by enhancing their understanding of finance and create a 'problem solving' environment, rather than a 'gate keeper' approach to interaction with finance.
- Partner with senior leadership, Human resources department to enhance and better integrate finance, HR and IT functions
- Assist member of the finance team to build their IT and reporting skills, ensuring good housekeeping

Team Leadership

- Leverage strength of the current finance team members, help to clarify roles and responsibilities, develop and implement training programs in order to maximize and reach optimal individual and organization goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

Requirements

- Bachelor degree with a minimum of 10+ years work experience in managerial role or senior finance position.
- CPA (Desired)
- Well versed with financial software
- Experience in Logistics Industry will be an added advantage

Acknowledgement

I hereby declare understanding, acceptance and adherence of the contents stated herein by signing below.

<p>FOR BRAVO LOGISTICS (T) LTD</p> <p>Full name:</p> <p>Title:</p> <p>Signature:</p>	<p>FOR THE EMPLOYEE</p> <p>Full name:</p> <p>Title:</p> <p>Signature:</p>
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