

Job Description

WASSHA JOB DESCRIPTION – Corporate manager

1. JOB INFORMATION

Organisation:

WASSHA Inc. Tanzania Branch

Department:

Branch Management

Job Title:

Corporate Manager

Reports to:**Division:**

Corporate

Workstation:

Dar es salaam

Job Grade:

T8

Direct Reports (Subordinates):

Accounting Team leader

HR Team leader

Training Team leader

Procurement and administration team leader

Compliance officer

General Manager (TZ)

Accounting Manager (JP)

2. JOB PURPOSE

>Managing accounting team and control, improve, and/or establish accounting and financial related process to ensure high quality and efficiency.

>Take primal responsibility for local financial audit independently.

>Assure and mitigate risks of internal controls in accounting/finance and corporate areas including domestic and international tax risks.

>Lead budget planning, execution, comparison within Tanzania Branch.

> Oversee all corporate division departments and be accountable for the compliance and performance of corporate division as a whole

3. MAIN RESPONSIBILITIES OF THE JOB

A) Managerial Responsibilities:

- Take primal responsibility and handle statutory audit/ tax audit independently.
- Manage all members of the teams under the position by giving direction, setting and communicating targets, and making sure each team meets expected target/standard.
- Guide division team leaders and members to improve accuracy and efficiency by sharing own knowledge, providing opportunities of education.
- Document and visualize operation process collaborating with other departments.
- Understand group overall and establish branch financial strategy with higher managements and implement in responsible areas
- Plan and execute budget making process in the branch with efficient data collection.
- Supervise accounting leader for monthly closing, especially for the decisional and complex matters, communicating with HQ manager.
- Submit monthly divisional reports, general information, and recommendations to the GM
- Ensure the company's compliance to all government regulations
- Formulating policies based on provide all facts needed and ensure implementation
- Planning annual meetings with managers and share to company members

B) Functional Responsibilities:

- Be a window person to be consulted about financial risks in various matter such as legal, tax, contractual matter and suggest risk mitigation using own and other professional knowledge.
- Summarize financial performance of the branch monthly, comparing with Budget and past trend and suggest countermeasure to improve its performance to management.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional societies.
- Work while observing the Professional Code of Conduct (PICCO). Professional behaviour, Integrity, Competence, Confidentiality, and Objectivity. A general accountant is directly obligated to report any misconduct observed or heard that is against these codes to the immediate supervisor or to the appropriate channel.
- Ensure the company's compliance to all government regulations
- Formulating policies based on provide all facts needed and ensure implementation
- Perform other duties as assigned by the GM

4. MINIMUM REQUIREMENT

A) A minimum level of academic and professional qualification required to perform effectively in the role:

- Bachelor's Degree in Business Administration with a major in Accounting, Finance, or any other relevant field.
- CPA/ACCA is a must

B) A minimum level of experience required to perform effectively in the role:

- 5 years' experience in a high-volume transaction accounting department
- 5 years' experience in managerial accounting such as budget preparation, budget analysis, management report using financial accounting data.
- Experience in managing the team more than 5 persons more than 3 years

5. WORKING RELATIONSHIPS

A) Internal customers:

- HQ Accounting Manager/Corporate Head/ CFO
- Internal Auditors
- Accounts leader/ assistants
- Human Resource Team Leader
- Management members (COO, GM)
- All Staff

B) External customers:

- External Vendors
- Financial auditors
- Government authorities

6. COMPETENCIES

A) Technical

- Professional certificate {CPA/ACCA}
- Accounting Package certificate {QuickBooks, Tally} or familiarity with sage

B) Functional

- Knowledge of the full accounting cycle
- Knowledge of financial accounting standards
- Knowledge of managerial accounting
- Knowledge and awareness for domestic and international tax
- Knowledge of procurement principles
- Knowledge of HR principles and practices

- Details Oriented
- Time Management
- Interpersonal skills
- Confidentiality work driven
- Leadership skills
- Data Entry Management.
- Highly proficient in Excel and Word applications
- Excellent Team Player
- Problem Solving and Analysis skills
- Strong communication skills

C) Behavioural

- High integrity
- Stress tolerance
- Flexibility and adaptability
- Accountability and Transparency

How to apply:

Send your CV to hr@tz.wassha.com