



## **1. JOB TITLE: Finance Lead-Ngara**

### **Position Summary:**

Tembo Nickel is seeking to recruit a Finance Lead to join the Tembo Nickel Project Team. She/he will have responsibility for driving the project from the finance point of view including budgeting, cost allocation, governance, and reporting.

The successful candidate will report to the Site General Manager

**Duty Station: Tembo Nickel Project Site- Ngara**

**Roster: 6/3**

### **Duties and Responsibilities**

- Play an integral part in the performance of the site project by providing a complete and fully functional financial service to all stakeholders.
- Lead and manage the finance team through hands-on management and applying industry best practices.
- Deliver all financial deliverables and reporting requirements once the associated deadlines are met.
- Facilitate the coordination of GM's integrated planning meetings.
- Timely and accurate submission of planning, management, and Capex deliverables including monthly performance reports.
- Assist the management in achieving the annual operating and project guidance such as cost control initiatives.

- Work closely with the project team to ensure governance on project management from planning, approvals, execution, closeout, and reporting of capital expenditure.
- Review capital expenditure and forecasts to ensure alignment with business strategy and to optimize return on investment.
- Work with the procurement process to ensure proper planning, purchasing, and distribution of project products in compliance with Tembo Nickel's financial and accounting policies.
- Keep the Site General Manager, HOD, and all budget holders informed and fully aware of all financial-related matters that may impact the business units on a daily, weekly, monthly, quarterly, and annual basis.
- Initiate, develop, implement, streamline, and maintain the necessary financial strategies, policies, and procedures within the company to effectively manage finances overall.
- Ensure financial governance, internal controls, and compliance with the Group's standards and reporting requirements are achieved in the specific timeline.
- Ensure legislative and corporate governance compliance requirements to manage risk.

### **Qualifications and Competencies**

- University degree in Accounting and Finance, Economics, or another relevant field.
- At least Five (5) years of experience working on mega projects and financial management..
- CPA is a MUST

## **2. JOB TITLE: Senior Accountant-Dar Es Salaam**

### **Position Summary:**

Tembo Nickel is seeking to recruit a Senior Accountant to join the Tembo Nickel Project Team. She/he will be responsible for managing and supervising the finance processes of Dar es salaam and Site projects. The successful candidate will ensure that the daily financial tasks including end of month financial close process are timely and properly addressed in line with the reporting framework.

The successful candidate will report to the GM-Finance

**Duty Station: Dar es salaam**

- Provide financial and administrative support in the design, implementation, and monitoring of project activities.
- Ensure that all day-to-day financial accounting tasks are performed regularly (e.g., reconciliation, reviews, documentation, filling, etc.)
- Ensure that the monthly financial close processes are done in line with the requirements set out per the financial close process.
- Verify the completeness and cut-off of accounting transactions loaded into the accounting systems.
- Ensure timely issuing of financial report pack for consolidation timely and accurately.
- Ensure Balance Sheet reconciliations are performed and verify whether follow-up procedures have been planned and performed.
- Identification of accounting issues and reporting the issues in line with documentation standards to the line Manager
- Provide support to the Annual and Half Year financial statement process that might require specific input for the group consolidation.
- Assist in the issuing of the monthly management accounts in accordance with the deadlines and procedures.

- Strictly apply the policies and procedures as set out and verify that these policies and procedures are applied and adhered to.
- Accept responsibility for ensuring compliance with the internal control framework.
- Oversee compliance of Tembo Nickel financial policy guidelines, policies, and procedures of the Government of Tanzania relating to all statutory requirements (PAYE, WHT, SDL, WCF, NSSF, HESLB) and any other income tax.

### **Qualification and Experience**

- University degree in Accounting and Finance, Economics, or another relevant field.
- At least three(03)years of experience working on mega project and financial management.
- CPA is a MUST

### **How to Apply**

Applicants are invited to send their resumes indicating the role title in the subject via email [jobs@tembonickel.com](mailto:jobs@tembonickel.com). Application closing date is 30<sup>th</sup> March,2023

Note: We are committed to provide equal employment opportunities based on merits and we do not charge candidates any fees in the whole recruitment process.

Women are strongly encouraged to apply.