



JOB VACANCY : FINANCE MANAGER

Closing on: Aug 9, 2024

Rightway School is an English medium boarding and day Nursery and Primary school with over 900 students, located in Mbezi Beach Makonde Dar es salaam. The school aims at promoting holistic learning for 21st century. Rightway School is seeking to employ dedicated and experienced Finance Manager in our Finance Department. The incumbent will report to the School Director.

The ideal candidate will be responsible for managing the financial health of the school, ensuring compliance with all financial regulations, and providing strategic financial guidance to the school's leadership team. This role requires a deep understanding of financial management, budgeting, and accounting principles, as well as the ability to communicate effectively with various stakeholders, including school management, teachers, parents, and external auditors.

Responsibilities

1. Develop and manage the school's annual budget.
2. Monitor and report on the school's financial performance.
3. Ensure compliance with financial regulations and policies.
4. Prepare and present financial reports to the school's leadership team.
5. Oversee payroll processing and ensure timely payment of salaries.
6. Manage accounts payable and receivable.

7. Conduct financial forecasting and analysis.
8. Coordinate with external auditors during financial audits.
9. Develop and implement financial policies and procedures.
10. Monitor cash flow and manage financial risks.
11. Provide strategic financial guidance to school administrators.
12. Ensure the accuracy and integrity of financial records.
13. Manage financial aspects of school projects and initiatives.
14. Oversee the school's investment portfolio.
15. Collaborate with other departments to support financial planning.
16. Review and approve financial transactions.

Qualifications:

Finance Manager will need to fulfill the following qualifications;

1. Masters or Bachelor's degree in Finance, Accounting, or related field.
2. Professional certification (e.g., CPA, CMA) is a MUST.
3. Minimum of 3 years of experience in financial management.
4. Experience in an educational setting is a plus.
5. Strong knowledge of financial regulations and accounting principles.
6. Excellent analytical and problem-solving skills.
7. Proficiency in financial software and Microsoft Office Suite.
8. Strong communication and interpersonal skills.
9. Ability to work independently and as part of a team.
10. Detail-oriented with strong organizational skills.
11. Ability to manage multiple tasks and meet deadlines.
12. Experience with budgeting and financial forecasting.
13. Knowledge of payroll processing and tax regulations.
14. Ability to provide strategic financial guidance.
15. Strong ethical standards and integrity.
16. Experience with financial audits and compliance.
17. Ability to develop and implement financial policies.
18. Strong leadership and management skills.
19. Commitment to supporting the educational mission of the school.
20. Ability to work with diverse stakeholders.

HOW TO APPLY

Send your CV, motivation letter and copies of your certificate to the school reception at Mbezi Makonde or through email rightway@rightwayschools.ac.tz with the heading FINANCE MANAGER

Deadline for Application is Friday, **9th August 2024**