



JOB TITLE: **FINANCE & ADMIN MANAGER**

Location: TANZANIA - 240002Q5

Dar Es Salaam, Tanzania

Closing date: 18 Dec 2024

### **Job Purpose**

Establish, lead, and manage all financial activities and oversee administrative activities in the country and any offline locations (if applicable) of responsibility in accordance with the relevant Group policies and local legislation. Provide critical financial appraisals and inputs for the country so that (a) country management can take important business decisions with full knowledge and awareness of financial implications and (b) HO can exercise effective financial control over the country's activities.

### **Job Outline:**

- Ensure an appropriate level of local oversight, including scheduling operational location visits, attending regional finance meetings, managing KPIs in the country and implementing best practices. Provide adequate support to business partners in the country concerning day-to-day responsibilities, guidance, and assistance in resolving issues and stakeholder management.
- Responsible for, manage and maintain the local set of books, considering the relevant accounting rules as set at the group headquarters and local

requirements. This includes working with the group financial services and/or RFO teams, if relevant.

- Partner with the business to help shape the business strategy, define priorities, prepare, and review business cases, review contracts and review relevant financial performance. This includes improving financial awareness in the station to drive financially sound business management and decision-making.
- Partner with cost centre holders to prepare, review, analyse and submit realistic annual budgets. Review and analyse cost centre financial performance against budget ensuring relevant costs and operational metrics are appropriately controlled and managed. Provide recommendations and feedback to the respective country management and HO by analyzing costs and productivity factors so that country costs are within budget and productivity is enhanced.
- Lead the implementation and maintenance of an appropriate control environment in the country through the application of relevant control frameworks and closing all relevant AIMS outstation points within the given timelines. Where weaknesses in controls require process changes, work with Group Financial Governance to have the processes improved and risks mitigated.
- Ensure compliance with the relevant local tax, regulatory and statutory rules, regulations and internal processes (like station emergency response planning) by working with local consultants and group headquarters-based teams. Managing credit risk through the update and application of the local credit risk management policy along with regular analysis of relevant reports and dashboards.
- Prepare and review weekly and monthly cash forecasts as well as perform regular reviews of local economic forecasts to maximise repatriations to group headquarters. Manage local cash balances in line with the Group treasury and risk management policy. Ensure appropriate controls are established to safeguard cash on the premises.
- Ensure that all relevant delegated human resource management activities are appropriately managed locally, working with the relevant group headquarters teams. Manage the local administrative function by providing direction and guidance to ensure that the country has the infrastructure that enables it to work effectively.
- Where applicable lead a team of finance professionals in the assigned station and act as an ambassador and sharer of knowledge to drive a high performing team. Coach and support team members and enable the team to flourish through high levels of engagement and productivity. Address performance concerns through actively supporting with development and escalate to the RFAM where necessary.
- Oversee, lead, and manage the relationship with external parties such as legal advisors, tax advisors, payroll service providers, IT service providers, banks, local governmental authorities, works council, IATA, and other industry forums for the country and/or region. Perform and manage any ad hoc tasks as allocated.

## Qualifications & Experience

- Finance & Insurance. Station Accounting : 5+ Years
- Degree or Honours (12+3 or equivalent) :

Recognised professional accounting qualification to the standard of Chartered Accountant, CPA or similar preferred. Experience in Finance & Insurance. Station Accounting. Minimum 5 years of professional experience, of which 2-3 years must be in supervisory capacity. Knowledge/skills: Knowledge of rules and procedures under the local laws to take care of statutory requirements as necessary. Proven experience in working in a large multinational and dealing with stakeholders from different countries and cultures. Ability to function independently within an established framework and to be practical and innovative. Ability to interact and influence at all levels and functions of an organisation. Comprehensive knowledge of airline accounting procedures and familiarity with IATA regulations with regard to Passenger/Cargo/Excess Baggage sales is advantageous.

Please note that you must have the right to live and work in Tanzania.

[\*\*APPLY HERE\*\*](#)