

Company Name:	Country Materials	No. of subordinates:	40 plus
Location:	Dar es Salaam	No. of direct reports:	6 people
Position name:	Finance Manager	Date prepared:	
Department:	Finance and Procurement	Employee signature:	
Supervisor position:	General Manager / CEO	Supervisor's signature:	
Employee name:			

JOB PURPOSE (why the position exists and with what objectives)

The Head of Finance and Procurement will manage the company's financial planning, budgeting, and procurement activities. This role will oversee all financial operations, develop procurement strategies, and ensure compliance with financial regulations. The Head of Finance and Procurement will work closely with senior leadership to support the company's strategic objectives.

This position oversees general accounting, project accounting, budgets, cost accounting, and auditing client records (where necessary), as well as maintaining fiscal records and dealing with taxation obligations.

MINIMUM REQUIREMENTS

Education:	Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
Work experience:	Minimum of 3 to 5 years of experience in finance and procurement, with at least 2 years in a leadership role. Proven track record of managing financial operations and procurement strategies.
Skills:	Strong financial acumen and analytical skills. Excellent leadership and organizational abilities. Proficiency in financial software and procurement systems. Strong negotiation and contract management skills. Excellent communication and interpersonal skills.
Language:	English proficiency both written and spoken.
Other Experiences:	Have experience of at least two years in a fast-moving business, especially Construction, Logistics, hardware, and building materials industry.

MAIN AREAS OF RESPONSIBILITY**Financial Management:**

- Oversee all financial operations, including accounting, budgeting, forecasting, and reporting.
- Develop and implement financial strategies to support the company's goals and objectives.
- Monitor financial performance and provide regular reports to senior leadership.
- Ensure compliance with financial regulations and standards.

Budgeting and Forecasting:

- Lead the annual budgeting process and provide ongoing financial forecasting.
- Analyze financial data to identify trends, risks, and opportunities.
- Develop and implement strategies to improve financial performance.

Procurement Management:

- Develop and implement procurement strategies to ensure cost-effective purchasing of goods and services.
- Oversee the procurement process, including vendor selection, negotiation, and contract management.
- Monitor supplier performance and ensure compliance with procurement policies.

Financial Reporting and Analysis:

- Prepare and present financial reports to senior leadership and stakeholders.
- Conduct financial analysis to support decision-making and strategic planning.
- Ensure accuracy and integrity of financial data and reporting.

Risk Management:

- Identify and manage financial risks, including credit, liquidity, and market risks.
- Develop and implement risk management strategies and policies.
- Ensure the company has robust internal controls and audit processes.

Team Leadership:

- Lead, mentor, and develop the finance and procurement team.
- Foster a collaborative and high-performance work environment.
- Provide training and development opportunities to enhance team skills and capabilities.

Stakeholder Engagement:

- Build and maintain relationships with key stakeholders, including investors, auditors, and vendors.
- Represent the company in financial and procurement negotiations.
- Communicate financial and procurement strategies and results to stakeholders.