



Job Description

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Job Title Vice Head of Finance Department	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Telecommunication
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Telecommunication: 5 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Vice Head of Finance Department is responsible for supporting the Head of Finance in managing company's financial operations, financial reporting, tax compliance, statutory obligations, reconciliations, financial controls and finance-related regulatory requirements. The position will provide strong oversight of day-to-day Finance activities and ensure that financial transactions, reports, tax obligations and reconciliations are completed accurately and within required timelines. The Vice Head will also support the Head of Finance in strengthening financial controls, improving segregation of duties and ensuring reliable financial information is available to management for decision-making.

Responsibilities

Finance Department Management

- Support the Head of Finance in planning, coordinating and supervising Finance Department activities.
- Assist in assigning responsibilities and monitoring deliverables within the Finance team.
- Review work completed by Finance staff to ensure accuracy and completeness.
- Monitor Finance Department deadlines and follow up outstanding activities.
- Support development and implementation of Finance policies, procedures and internal controls.
- Act on behalf of the Head of Finance on assigned matters when required.
- Support management in maintaining strong financial discipline across the company.

Tax & Statutory Compliance

- Coordinate the company's tax-compliance activities.
- Ensure tax returns and statutory obligations are prepared accurately and submitted within required deadlines.
- Review tax calculations and supporting schedules before submission.
- Maintain an updated tax and statutory compliance calendar.
- Monitor upcoming tax-payment and filing deadlines.
- Coordinate tax reconciliations and investigate identified differences.
- Maintain proper records of tax submissions, payments and supporting documents.
- Monitor changes in tax requirements that may affect company's operations.

- Escalate significant tax risks or compliance gaps to the Head of Finance.

TRA Matters

- Coordinate Finance-related engagements with the Tanzania Revenue Authority (TRA).
- Prepare and review information requested by TRA.
- Support responses to tax queries, assessments, audits and other correspondence.
- Maintain a tracker of outstanding TRA matters and required actions.
- Coordinate departments where additional information is required for tax matters.
- Follow up outstanding issues until closure.
- Ensure all TRA correspondence and supporting documents are properly maintained.

Reconciliation Oversight

- Oversee timely completion of financial reconciliations.
- Review key account reconciliations and follow up unresolved differences.
- Ensure identified reconciliation discrepancies are investigated and cleared promptly.
- Monitor outstanding reconciliation items and aging.
- Escalate material or long-outstanding reconciliation differences.
- Ensure appropriate supporting evidence is maintained for reconciled balances.
- Coordinate with relevant operational and Technical teams where transaction differences require investigation.

Revenue Assurance & Financial Accuracy

- Support controls designed to ensure completeness and accuracy of company revenue.
- Review significant revenue and transaction trends for unusual movements.
- Coordinate investigation of identified financial discrepancies.
- Support reconciliation between operational systems and Finance records.
- Monitor unresolved financial differences and ensure responsible teams take corrective action.
- Support initiatives aimed at reducing revenue leakage and financial losses.

Accounts Payable & Payment Control

- Review payment documentation to ensure payments are properly supported and approved.
- Ensure payments comply with company policies and authorization requirements.
- Monitor outstanding supplier payments and financial obligations.
- Review significant payment requests before processing as assigned.
- Support proper segregation of duties within payment processes.
- Identify control weaknesses within payment processes and recommend improvements.

Budgeting & Financial Planning

- Support preparation of annual budgets and financial forecasts.
- Coordinate collection of budget information from departments.
- Monitor actual expenditure against approved budgets.
- Analyse significant budget variances and provide explanations.
- Support preparation of periodic budget-performance reports.
- Assist management in evaluating financial implications of business initiatives.
- Support departments in managing expenditure within approved budgets.

Financial Controls

- Support development and implementation of effective financial controls.
- Review Finance processes to identify potential control weaknesses.
- Ensure adequate segregation of duties within Finance activities.
- Monitor compliance with approved Finance policies and procedures.
- Follow up financial-control findings raised by Internal Control or auditors.
- Ensure corrective actions are completed within agreed timelines.
- Escalate significant financial-control issues to the Head of Finance.

Audit Support

- Coordinate preparation of Finance documentation required for internal and external audits.

- Respond to audit information requests within agreed timelines.
- Maintain trackers for Finance-related audit findings.
- Coordinate implementation of corrective actions.
- Follow up responsible Finance staff until findings are closed.
- Ensure adequate supporting evidence is maintained for closure of audit findings.

Regulatory & Management Reporting

- Coordinate preparation of Finance-related regulatory reports.
- Ensure financial information submitted to regulators is accurate and properly reviewed.
- Monitor financial reporting deadlines.
- Work with the Regulatory Officer on reports requiring Finance input.
- Prepare financial analysis and presentations for management.
- Highlight significant financial risks, trends and outstanding issues requiring management attention.

Team Development

- Provide guidance and technical support to Finance team members.
- Review staff performance and support improvement of Finance processes.
- Promote accountability, accuracy and timely completion of Finance activities.
- Identify Finance training and capability-development requirements.
- Encourage effective teamwork and proper segregation of responsibilities.

KEY PERFORMANCE INDICATORS (KPIs)

Performance will be measured based on:

- Timeliness and accuracy of monthly financial reporting.
- Percentage of tax and statutory returns submitted on time.
- Number of tax-compliance penalties resulting from avoidable delays or errors.
- Percentage of key reconciliations completed within agreed timelines.
- Number and value of long-outstanding reconciliation items.
- Timeliness of resolution of financial discrepancies.
- Accuracy of financial and regulatory reports.
- Percentage of Finance audit findings closed within agreed timelines.
- Budget versus actual expenditure variance monitoring.
- Timeliness of responses to TRA and other statutory requirements.
- Compliance with Finance policies and internal controls.
- Number of recurring financial-control issues.
- Effectiveness of segregation of duties within Finance processes.
- Timeliness of Finance Department deliverables.

EXPECTED RESULT

The Vice Head of Finance Department is expected to support the Head of Finance in maintaining a strong, accurate, controlled and compliant Finance function.

The role should ensure that:

- Financial reports are accurate and submitted on time.
- Tax and statutory obligations are fulfilled within required deadlines.
- TRA matters are properly coordinated and resolved.
- Financial reconciliations are completed and outstanding differences are cleared promptly.
- Financial controls and segregation of duties are strengthened.
- Audit findings are followed through to closure.
- Management receives reliable and timely financial information.
- Finance operations continue effectively in the absence of, or as delegated by, the Head of Finance.

Education & Qualifications

- Bachelor's Degree in Accounting, Finance, Commerce, Business Administration or a related field.

At least one recognized professional accounting qualification such as:

- CPA (T)
- ACCA
- CIMA Or equivalent recognized professional qualification.

Requirements

- Minimum of 5 years of relevant experience in Finance, Accounting, Tax, Financial Reporting or related areas.
- At least 2 years of supervisory or senior-level Finance experience is preferred.
- Experience in banking, fintech, mobile money, telecommunications or financial services will be an added advantage.
- Strong practical experience in financial reporting, tax compliance and reconciliations is required.
- Experience dealing with TRA, auditors and statutory reporting requirements is highly desirable.

Characteristics

KNOWLEDGE & SKILLS

The job holder should have:

- Strong knowledge of accounting and financial management principles.
- Strong understanding of financial reporting.
- Good knowledge of Tanzania tax and statutory requirements.
- Strong reconciliation and financial-analysis skills.
- Understanding of revenue-assurance principles.
- Strong knowledge of financial controls and segregation of duties.
- Good budgeting and forecasting skills.
- Strong Microsoft Excel skills.
- Experience working with accounting or ERP systems.
- Strong analytical and problem-solving abilities.
- Good report-writing and presentation skills.
- Strong leadership and team-coordination skills.
- Ability to work under strict financial and regulatory deadlines.

7. CORE COMPETENCIES

- High integrity and professional ethics.
- Financial accuracy.
- Analytical thinking.
- Attention to detail.
- Leadership.
- Accountability.
- Sound judgement.
- Strong problem-solving ability.
- Results orientation.
- Planning and organization.
- Strong follow-up.
- Effective communication.
- Ability to work under pressure.
- Confidentiality.

Reporting To

Head of Finance Department

Driving Licence

Not Required

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