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| **APPROVED JOB GRADE:** |  |
| **DATE LAST REVIEWED:** |  |

Job Title: **Deputy General Manager –Finance And Administration**

Department: **Finance And Admin**

Title Of Immediate Supervisor: **General Manager**

Title Of Direct Subordinate(s): **Finance Manager & Human Resources And Administration Manager**

# Overall Job Purpose

The purpose of the job is to plan and direct the activities of the Organisation’s Finance, Human Resources Management, Information Communication and Technology functions

# Main Duties and Responsibilities

* Iniates and controls the medium and long term plans under the job incumbents control within the confines of the Organisational business goals, strategies, objectives, policies and guidelines.
* Controls and coordinates the organisation’s accounting systems taking into account International Accounting Standards(IASs), International Financial Reporting Standards(IFRS) and Government statutes.
* Provides Management leadership in the areas of formulating Accounting, Information Communication Technology, Human Resources, and Administrative policies and procedures.
* Coordinates the preparation and consolidates of performance management, reporting on strategic plans and business budgeting.
* Initiates, implements and maintains strict financial discipline and compliance with sound corporate governance principles.
* Supervises the Finance Manager and the Human Reources and Administration Manager.
* Ensures prudent financial management in the investment of surplus funds.
* Participates in initiation and formulation of corporate strategy.
* Implements strategy.
* Prepares financial and management accounts in the appropriate format for strategic management.
* Oversees the organisation’s overall budget and financial planning process

***What decisions do you make without necessarily consulting your Supervisor/Manager?***

* Authorizing fuel allocations
* Meeting internal and external stakeholders
* Approving monthly payroll payroll payments
* Deciding leave timing for subordinates

# Supervision Received

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| --- | --- |
| **Method of Checking** | **How Frequent** |
| **Monthly Management Accounts** | Monthly |
| **Reviewing HR Operations Reports and Human Resources Committee Reports** | Monthly/Quarterly |
| **Finance Operations Report** | Weekly, Monthly |
| **Management meetings** | Weekly |

# Supervision Sent

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| --- | --- | --- |
| **Subordinate** | **Method of Checking** | **How Frequent** |
| **Finance Manager** | Reports | Daily, Weekly, Monthly, Annually. |
|  | Meetings | Weekly, Monthly |
| **Human Resources and Administration Manager** | Reports | Weekly, Monthly |
|  | Meetings | Ad Hoc, Monthly |

# Problem Solving

* Ensuring compliance with MMCZ policies and procedures
* Ensuring compliance with government statutes (law & regulations): Public Finance Management Act, Public Entitiy and Corporate Governance Act, Income Tax Act, VAT Act, Labour Act, MMCZ Act among others.
* Ensuring compliance with International Financial Reporting Standard(IFRS), International Accounting Standards(IASs)

# Minimum academic qualifications required

# Bachelor of Accountancy/BCom Accounting Honours Degree

* Masters Degree

# Minimum professional qualifications required

* ACMA/ACCA/ACIS/ICAZ

# Experience required (in years)

* At least 10 years experience in a managerial role or similar position.

# Soft Skills

* Leadership Skills
* People Skills
* Business Skills
* Excellent written and verbal skills
* Team player
* Interpersonal skills
* Personal skills

# Technical Skills

* Financial Accounting and Reporting skills.
* Cost Accounting and Management.
* Business Planning Skills.
* Business Planning.
* Risk Management and Internal Control Skills
* Tax Strategy, Planning and Compliance Skills
* Corporate Finance and Treasury Management.

**CONFIRMATION OF JOB DESCRIPTION**

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**Agreed by Incumbent (Name) (Signature) Date**

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**Agreed by Supervisor (Name) (Signature) Date**