

**VACANCY: FINANCE OFFICER**

**JOB PURPOSE**

This position is responsible for all the clerical work, assisting the CFO and the Financial Accountant in the day to day running of the Society. This position reports to the Chief Financial Officer.

**Responsibilities:**

- Performing daily reconciliations of bank accounts
- Managing and performing petty cash reconciliations
- Processing and reporting on all creditors
- Preparing variance reports as may be required by the business from time to time
- Review investor statements and ensure accuracy at all times
- Assist the business with data collection, analyzing and reporting
- Assist in competitor review and benchmarking
- Providing analysis of trends and make recommendations for optimizations
- Assist in the development of the annual operating budget
- Control expenditure by reviewing orders against budget for all departments
- Preparation and timeous submission of all statutory returns to the relevant authorities
- Preparation of annual audits and facilitation of annual statutory audit reports
- First level initiation of all accounting processes including journals and full general ledger reconciliations
- Assist, support, advise all staff with any financial requirements
- Ensure alignment of quarterly reports and monthly reports for the regulator

**Educational/Professional Requirements:**

- Minimum first Degree in Commerce, or Accounting Technician, or Financial Engineering Higher Certificate
- Minimum three years in finance department
- Financial services industry experience will be added advantage

Interested applicants should submit their Application Letters and CVs to [recruitment@scbs.co.sz](mailto:recruitment@scbs.co.sz) before the close of business on the **4<sup>th</sup> March 2022**.