



**FINCA®**

Microfinance Bank

We are  
**HIRING!**

Finance Manager



Reporting to:  
**Chief Financial Officer**

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than August 21, 2025 to  
[TZ\\_Recruitment@finca.co.tz](mailto:TZ_Recruitment@finca.co.tz)



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*Tuijenge kesho pamoja*



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## **JOB SUMMARY**

The Finance Manager is a senior member of the finance and administration department and heads accounts, reconciliation and Treasury functions while reporting directly to the Chief Financial Officer. The Finance Manager will play an integral part in developing long-term goals, including writing proposals for investment /risk analysis that will help in growing business besides implementing financial strategies created by management. Ensuring that the Finance department complies with all applicable legal, regulatory, International Financial reporting Standards (IFRS) and operational risk requirements to minimize the risks which could emanate from non-compliance of policies and procedures.

## **ESSENTIAL DUTIES**

- Supervise all the activities of the accounting section, reconciliation, and treasury function
- Supervise the posting into the general and subsidiary ledger.
- Supervise the timely reporting of the accountants.
- Train newly hired staff in the systems and procedures within the department
- Train other staff from other departments on accounting and tax-related issues
- Training staff from other departments on the budget and budget variance
- Review of all cash and transitory accounts reconciliations
- Ensure the timely preparation and the accuracy of the bank reconciliation
- Maintains accounting module processes
- Execute and monitor daily closure of session and clear all the system related issues.
- Maintain a log of all System-related problems
- Execute and monitor monthly closure processes
- Ensuring preparation of accurate and timely reports including ALCO reports, income statement, Balance sheet, unapplied, overpayments, cash flow etc.
- Payroll and payroll related procedures and transactions
- Coordinating the preparation of the budget and projections process for the Bank.
- Monitoring and controlling the budget during its implementation/ execution.



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- Monitor and track the bank strategic implementation status
- Provide input in the preparation of the bank long-term strategies plan
- Providing variance analysis on the budget versus actuals report.
- Review of policies related to accounting and treasury function on an annual basis.
- Preparation or review of operating procedures to comply with related policies
- Facilitate internal and external audits in conformity with FINCA Impact Finance, Central Bank and other government agencies (i.e. tax) reporting requirements.

## **EDUCATION AND EXPERIENCE**

- Degree in Accounting with CPA/ACCA or Chartered Accountancy Equivalent required.
- MBA Degree will be an added advantage.
- Minimum of 5 years in management, Financial and regulatory Reporting (2 years supervising accounting functions in financial institutions).
- Sound knowledge of Accounting Financial management
- Knowledge of Financial Reporting and the relevant statutory requirements
- Worked with at least one accounting computer system.
- Strong experience in financial management of a company, desirably a financial institution.
- A sound knowledge of microfinance and principles and practices of banking

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#Only shortlisted candidates will be contacted**