



# LESA SACCOS LIMITED

## **Position (1): Finance and Administration Manager**

### **Job Location: Head Office, Dar Es Salaam, Tanzania**

LESA SACCOS LTD is a registered Savings and Credit Cooperative Society whose main objective is to mobilize members' savings and, in return, provide credit facilities. It is an employee-based SACCOS located in Dar Es Salaam, Tanzania, which was established in February 2011 as per the requirements of the Co-operative Societies Act No.6 of 2013.

LESA SACCOS intends to recruit a full-time Finance and Administration Manager as detailed below:

### **POSITION DESCRIPTION:**

The Finance and Administration Manager reports to the Board and is responsible for providing effective and efficient financial and administrative services. This position is subject to a probation period of 6 months.

The successful candidate will manage, develop, and lead an internal team to support the following areas: finance, business planning and budgeting, human resources, administration, and information technology, and ensure quality customer service.

The Finance and Administration Manager is part of the Board of Directors of LESA SACCOS and plays a critical role in strategic decision-making and operations.

This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact LESA SACCOS.

### **MAIN JOB RESPONSIBILITIES:**

#### **Accounting**

- Establish, maintain, and reconcile the general ledger.
- Prepare monthly bank reconciliations.
- Prepare cheque payments for accounts due.
- Ensure transactions and other data are properly recorded and entered into the computerized accounting system and Excel or manual books
- Maintain financial files and records.

- Receive and verify invoices.
- Maintain the assets register.
- Filling of TRA Tax Returns.
- Payments of statutory contributions/deductions and remit to relevant authorities.
- Complete Year End Cut-off procedures.

## **OTHER RESPONSIBILITIES:**

### **Financial Management**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; and oversee all financial, LESA SACCOS accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the committees of the board of directors; assess any changes necessary.
- Oversee and lead the annual budgeting and planning process in conjunction with the Board and LESA SACCOS Members; administer and review all financial plans and budgets; monitor progress and changes; and keep the board and SACCOS members up to-date of the organization's financial status and investment opportunities.
- Manage organizational cash flow and forecasting
- Seek new investment and business opportunities and advise the LESA SACCOS Board accordingly on issues related to investment SACCOS growth and sustainability

### **Human Resources, Technology, and Administration**

- Further develop LESA SACCOS human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, and recruiting.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate SACCOS members on policies and procedures.
- Work closely and transparently with all external partners including third-party vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations of LESA SACCOS.
- Supervise IT functions to ensure the continuous and efficient operation of all information systems. Collaborate closely with IT consultants to implement technology solutions.
- Supervise two Loan Officers.

## **EDUCATIONAL REQUIREMENT AND EXPERIENCE:**

- A minimum of a Bachelor's Degree in Finance, Accounting, Business Studies, or a related field. MBA is desirable. CPA is required.
- Good understanding of accounting principles including accrual accounting, reconciliations, and general ledger journals, and preparedness to learn more complex principles.
- A high level of knowledge and competency in Microsoft Office especially Word and Excel.
- At least 3 to 5 years of overall professional experience in financial and operations management experience.
- The ideal candidate has experience in final responsibility for the quality and content of all financial data, reporting, and audit coordination for either a division or significant program area, and has preferably overseen a human resources function previously.
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds.
- To track records using SACCOS software to keep accounts and members' records
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software.
- Commitment to training programs that maximize individual and organizational goals across the organization including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills that support and enable sound decision-making.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders and provide excellent customer service.

### **Salary:**

- An attractive salary will be given to a successful candidate.

## **HOW TO APPLY:**

**Candidate must send their CV with a Cover Letter and CPA Certification to this email: [info@lesasaccos.or.tz](mailto:info@lesasaccos.or.tz)**

**Email Subject must be: [Application for Finance and Administration Manager Position](#)**

**Application Deadline: [September 23, 2024](#)**

**Only short-listed candidates will be contacted for an interview.**