

## ADVERTISEMENT for Business Controller – EACOP EITS Contractor

REFERENCE: 1088-ADVT-GAC EI-TZ-GEN-Business Controller

EITS (Electrical Instrumentation, Telecommunication and Security Systems) Contractor on the EACOP project, requires the services of a **Business Controller**.

### Brief Description of Role:

This role is a hands-on single contributor role. The Business Controller shall actively Steer Finance and Control elements critical to ensuring operational efficiency, cost management and control, and compliance of SE PS TZ. With all actions geared to successful delivery of the EACOP Project, the Business Controller will work collaboratively, with relevant stakeholders.

### Key Responsibilities:

- Provide advice on financial issues to management to help them develop revenue and expense budgets, understand financial reports, and manage their financial responsibilities.

#### ▪ Accounting & Tax:

#### Interface with Accounting Firm:

- o Weekly review of Accounting Bookings ensuring accuracy
- o Check accuracy of the reports issued by Local Accounting firm (Accounting & Tax, Financial Statement and P&L, B/S, A/R reports)

#### Checks and Internal Compliance:

- o Ensure Execution of monthly and closing tasks, Assist with the calculation of accruals and B/S Review

Invoicing: Check and Ascertain milestones that trigger Invoicing

Tax: Steering Entity Tax Related Matters

- *Bank & Treasury:* Weekly Follow-up of Accounts Receivables (A/R) and Accounts Payables (A/P) and advise stakeholders

#### ▪ *Travel & Expenses Management*

- o Support Admin Officer in Review and Approval of Expense Reports
- o Check/Audit HR Company and Travel Management Company Expense Management Systems, Payment Summaries & Invoices

#### ▪ *Governance & Compliance:*

- o Comply with Finance Policies, Processes and Procedures. Identify discrepancies and gaps and advise stakeholders with mitigation Actions.
- o Assist in Deployment of Internal Controls and Audit Actions

#### ▪ *Controlling and Reporting:*

- o Ensure Accurate Cost Allocation (accounts, activities, cost centres) in P&L Reports.
- o Cost Management: Issue monthly analysis of Actual vs. Budget and forecast by cost centres and activities.
- o Support to Develop and Implement Annual Unit Budgets
- o Assist in Building Rolling Forecasts and P&L

### Minimum Requirements:

- Bachelor's Degree in Finance, Business Administration, Commerce or Equivalent from a duly Accredited University
- Minimum 8 Years Experience in an active operational single-contributor capacity executing and steering functions related to Finance, Control, Accounting, Tax, Compliance.
- Experience in Global Multinational Corporations (MNC's) Preferred
- Certified Public Accountant (CPA) with Strong Knowledge in Accounting and Tax
- Strong ERP Knowledge with Proficiency in Microsoft Office Packages.
- Excellent Communication Skills
- A Team Player able to work within diverse teams to achieve common objective.
- Result Oriented and Responsive: Able to quickly ask relevant questions to be able to understand topics, complete tasks and resolve issues efficiently and timely
- Growth Mindset: Open to Guidance, Instruction and Learning; Flexible; Adaptive; Curious; Self-Motivated
- Proactive: Requires Minimal Supervision; Rather Autonomous
- Pays Keen Attention to Detail and with a penchant for Accuracy
- Knowledge in Power BI is a Plus

Interested Candidates should send their CVs along with Academic Certificates in English by email to [se@empower.co.tz](mailto:se@empower.co.tz) OR visit [www.empower.co.tz](http://www.empower.co.tz) CLICK on **View All Jobs** and then search **EACOP EITS: 1088-ADVT-GAC EI-TZ-GEN-Business Controller** and apply through the advertised Job Profile.

All applications are to be sent by **18.09.2024, 5:00 PM. East African Time (EAT)**.

**COMPANY reserves the right not to consider applicants who do not meet all the minimum requirements.**