

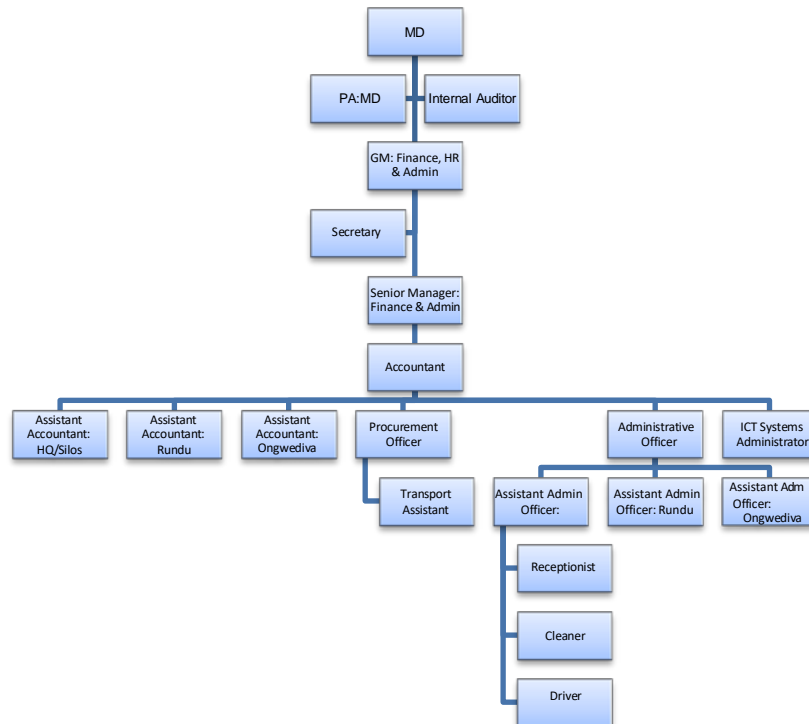


JOB DESCRIPTION

POSITION TITLE:	Manager: Finance & Logistics
REPORTING TO:	Senior Manager: Finance & Logistics
DIVISION:	Finance & Logistics
SUBORDINATE:	Senior Accountant, Accountant, Assistant Accountant and Cashier
DATE:	March 2014 (Updated on 15 January 2024)
GRADE:	D2

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POSITION IN THE ORGANISATION



Purpose of the Position

This Position:

The Finance Manager is responsible to provide support to the division in pursuit to develop the financial wellbeing of AMTA by providing financial and accounting services; assisting in preparing growth plans and directing staff. Assisting the Senior Finance Manager on all strategic and tactical financial matters as they relate to budget management, cost benefit analysis, forecasting needs and managing AMTA profitability.

PERFORMANCE SPECIFICATION			
No.	Key Performance Area	Key Tasks	
1.	Strategy Development Support	1.1	Supports the crafting of the division's strategy and annual plans by collecting, analyzing and proposing options for the Senior Finance Manager's consideration.
		1.2	Coordinating the implementation of tactical/line plans to deal with short-term objectives of the finance division and to help realize AMTA's long – term objectives.
2.	Financial Control and Compliance	2.1	Reviews, analyzes and provide monthly management accounts (inter alia; variance report, statement of cash flows, Statement of Comprehensive Income, Statement of Financial Position, Bank Reconciliations, Debtors Reconciliation, Creditors Reconciliations, etc.) by collecting data; analyzing and investigating variances, Investment Reports, Accruals/GRN, prepayments, taxation, Levies VAT, PAYE, Import Tax, Withholding Tax, Provisions & Income Tax.
		2.2	Responsible for the general ledger month-end close and reviews the trial balance and makes the necessary adjustments.
		2.3	Oversees debtor management process to ensure that debts are recovered on time and to minimize bad debt.
		2.4	Ensures the setting up and maintenance of the Fixed Asset Register and ensures the accurate calculation of asset depreciation.
		2.5	Oversees Creditors management process to ensure that creditors/suppliers are settled on time and minimize interest charges.
		2.6	Monitor bank accounts on a weekly basis and ensure sufficient funds to manage business operations.
		2.7	Compare various transaction summary reports with appropriate ledgers/sub ledgers to ensure accuracy and appropriateness of entries and determine/prepare necessary adjustments.
		2.8	Responsible for the budget review on a quarterly basis and provides management reports on a monthly, quarterly and yearly basis.
		2.9	Assists in documentation and monitoring of internal controls, maintain journals, registers, and control reports relating to the expenditure system.
		2.10	Responsible for payroll import and reviews the tabulation, monitoring and distribution of payroll costs to appropriate general ledger accounts.
		2.11	Review reimbursement requests; review correspondence and expenditure reports, monitors grant related expenditures and ledgers; prepares annual expenditure reports.
		2.12	Monitors the financial activity on assigned Departments and prepares expenditure reports for department managers as needed.
		2.13	Proposes any changes to finance policies and procedures so as to ensure adaption and alignment to the AMTA's business changes.
		2.14	Provides lead supervision to subordinate clerical/accounting staff including assigning work, reviewing work for accuracy and completeness
		2.15	Provides guidance to the Procurement Committee or Bid Evaluation Committee with particular focus on ensuring adherence to policies and SOAs.
		2.16	Ensures compliance with all legislative Reporting.
		2.17	Assists in the internal and external financial and tax audit and examination processes, including assisting with the preparation of audited financial statements, disclosures and supplemental information.

3.	Advice and reports	<p>3.1 Provides input regarding the daily financial management of the organization as requested.</p> <p>3.2 Provides input into the identification of the revenue base of the organization and cost-saving measures and expected savings.</p> <p>3.3 Addresses queries raised by the external auditors during the annual audit and also those resulting from the audit report.</p> <p>3.4 Maintain sound contact with all staff members within AMTA who are major users of financial services, guiding these users in the process.</p> <p>3.5 Provide standard & ad hoc reports as required by employees, senior managers, Managing Director and the Board.</p> <p>3.6 Keeps up-to-date with industry, Financial and technological developments in the financial field and reads relevant publications.</p> <p>3.7 Compiles a report on the activities of the division and submits to the department head on a monthly basis.</p>
4.	Budgeting	<p>4.1 Coordinates the budgeting process at line managers' level by providing the required technical guidance as and when required. Checks and ensures that line managers comply with AMTA's finance strategy, policies and procedures as they develop operational budgets.</p> <p>4.2 In conjunction with the Cost Accountant, collates, consolidates and analyses the budgets submitted by the business so as to ensure accuracy, alignment to financial strategy and compliance to regulatory requirements such as IFRS before presenting the integrated budget to the Senior Finance Manager.</p> <p>4.3 Supports managers to undertake budget monitoring as part of the financial control framework.</p>
5.	Investment Management	<p>5.1 Scrutinizes the business' cash flow on a weekly basis and takes decisions on investments of funds to ensure that AMTA gets the best return on investment.</p> <p>5.2 Monitors the performance of the relevant banks and maintains sound business relations with the banks, so that AMTA gets the best service from the Banks at the best cost.</p>
6.	Development of Regular Reports	<p>6.1 Timely production of regular monthly, quarterly and annual management and finance reports that are presented for further review and integration by the Senior Finance Manager.</p> <p>6.2 Liaises with internal and external auditors on preparation of financial statements.</p> <p>6.3 Guides the preparation of taxation returns and related reports on regular basis.</p> <p>6.4 Provides advice on tax issues to Accountants as well as respective line management.</p>
7	Stakeholder Relationships and Advisory Services	<p>7.1 In conjunction with the Senior Finance Manager and the Risk Compliance Officer advise management on AMTA's risk exposure by participating in regular risk assessment programs.</p> <p>7.2 Develops and monitors the company's insurance profile in order to reduce risk exposure.</p> <p>7.3 Provide technical advice and support to non-finance personnel as part of on the job development.</p> <p>7.4 Maintains effective networks with Receiver of Revenue, Bankers as well as Suppliers.</p>

8.	VAT	8.1	Ensures that all calculations regarding Vat input and output are completed by the Assistant Accountant.
		8.2	Completes VAT returns and forwards to these to the Receiver of Revenue (ROR).
		8.3	Effects standard payments to the ROR or receives refunds from the ROR.
		8.4	Checks such payments for correctness of amount and performs checks to ensure that the relevant amounts are paid in.
		8.5	Ensures that all Masters are created correctly on the system, and that VAT is levied correctly.
		8.6	Addresses al queries regarding VAT and refers complex queries to the Manager: Finance.
9.	Procurement & Stores	9.1	Ensures that procedures for all purchases are done in accordance with guidelines
		9.2	Ensures that the minimum stock levels are kept at the stress to ensure continuous operations and no operations disruptions due to unavailability of stock.
		9.3	Responsible for stock counts and identifies obsolete stock for auctions.
		9.4	Advises the insurance company on any additions to the portfolio of assets, and on any assets removed.
		9.5	Ensures that all Auctions are conducted in a fair manner, ensuring that control parameters are put in place in order to dispose of obsolete stock.
10.	Supervision of Staff	10.1	Compiles an overall monthly report regarding the activities of the sections.
		10.2	Allocates tasks and responsibilities to direct subordinates in line with the annual work plan. Sets up operational procedures to maintain a consistent work flow in and out of both sections. Provides final authorization for all leave applications, and ensures that there are no overlaps.
		10.3	
		10.4	
		10.5	Ensures that all staff members in both sections are productively busy by conducting ad hoc inspections and providing relevant guidelines.
		10.6	Ensures that the stipulations of the disciplinary and grievance procedures are adhered to.
		10.7	Measures the performance of direct subordinates and provides feedback on the extent to which objectives and targets have been met.
		10.8	Provides input into the individual's personal development plan.
		10.9	Identifies training and development needs and provides relevant in-service training where relevant.
		10.10	Disciplines, mentors and coaches' staff in order to optimize their potential.
11.	Personal Effectiveness and Competency Development	11.1	With guidance from the Supervisor, compiles and implements own annual Performance Agreement (PA) according to set guidelines.
		11.2	Takes a proactive action in respect of recording and providing evidence in support of regular performance reviews undertaken by the Supervisor.
		11.3	Within set timeframes, completes own annual Personal Development Plan (PDP) for review by the Supervisor.
		11.4	Attends approved developmental programs and ensures that learning takes place in order to close any identified skills gaps within agreed timeframes.
		11.5	Updates own job knowledge by keeping abreast with current regulations and accepted practices

POSITION SPECIFICATION FOR POSITION	
Minimum Educational Requirements:	
	<ul style="list-style-type: none"> • A Bachelor's Degree in Accounting or Management Accounting (Honors') or equivalent qualifications. • Completed Articles is a must. • Qualified Chartered Accountant is an added advantage.
Minimum Years of Experience Required:	
	<ul style="list-style-type: none"> • At least seven (7) years' day to day finance management experience of which three (3) years should be on supervisory level • Knowledge of Public Sector finance. • Knowledge of the Agriculture industry is an added advantage.

Special Requirements	
1	Financial decision making skills
2	Business planning skills
3	Financial Analysis
4	Report writing skills
5	IT Microsoft, Pastel, IQ System
6	Management of profitability
7	Project Management knowledge
8	Tactician
9	Quality management skills
10	Forecasting skills
11	Corporate Finance skills
12	Management and control of budgets
13.	Effective communication skills

KNOWLEDGE, SKILLS & ABILITIES**KNOWLEDGE:**

1. Knowledge of Finance & Personnel Rules, regulations, policies and procedures
2. Knowledge of accounting principles and practices including financial statement preparation, debits and credits, revenues and expenses, and liabilities as needed to analyze and interpret complex accounting data.
3. Knowledge of the principles and practices of public accounting to include financial reporting, general funds, special revenue funds, capital projects funds, trust funds, and general fixed assets as needed to analyze and interpret complex accounting data.
4. Generally accepted accounting principles and governmental accounting principles and standards.
5. Knowledge of Budget preparation, program analysis, and revenue forecasting.
6. Principles of employee supervision, career development and training.
7. Knowledge of payroll accounting including time and attendance and employee reimbursement as needed to analyze and interpret complex accounting data.
8. Knowledge of the principles, practices and methods of property and equipment inventory control and management (fixed assets).
9. Knowledge of auditing principles and practices including audit sampling, work papers, quality control, and reporting as needed to conduct periodic internal audits and prepare for and assist outside auditors during their evaluation of the agency.
10. Knowledge of the application of data processing techniques to the maintenance of accounting records as needed to ensure that documentation is recorded and easily accessible.
11. Knowledge of computer applications related to financial reporting such as database, spreadsheet, and word processing as needed to develop reports and correspondence and provide information.
12. Knowledge of accounting system software to establish documentation of financial transactions and prepare reports.
13. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar as needed to communicate with individuals so that the individuals will understand the message presented.
14. Knowledge of mathematics to include addition, subtraction, multiplication and division as needed to calculate percentages, fractions, decimals, averages, totals, and ratios.

SKILLS & ABILITIES:

1. Reviewing and interpreting complex financial reports, ledgers, records and legal documents.
2. Verifying the accuracy of financial data.
3. Ensuring proper authorization and documentation for disbursements.
4. Analyzing, posting, balancing and reconciling financial data and accounts.
5. Making accurate mathematic calculations.
6. Preparing clear, concise and complete financial reports and statements.
7. Establishing and maintaining effective working relationships with those contacted in the course of work.
8. Ability to prepare accurate financial statements at an intermediate level of complexity.
9. Ability to resolve problems or situations requiring the exercise of good judgment.
- Ability to establish and maintain good working relationships with other AMTA employees and the public.

OFFICE/FIELD WORK:
100% Office work Require to Travel to the regions as and when required

DEGREE OF SUPERVISION AND WORK CLASSIFICATION:
The fundamental reason this classification exists is to supervise and manage several functions within the Finance & Administration Department. Responsibilities include managing the AMTA's financial activities, preparing general ledgers, managing the AMTA's cash management efforts, managing the accounts receivable and accounts payable, coordinating debtors and creditors management efforts, supervising employees and providing administrative support to the Finance Manager.

Job Description Disclaimer: The statements included in this document are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.
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PREPARED BY:

Acting Manager Finance & Logistics

Date

VERIFIED BY:

Acting Manager: HRA

Date

APPROVED BY:

Ad Interim Managing Director

Date