Job Title: Financial Controller
Department: Finance
Reports To: Managing Director

Job Purpose

The Finance Controller is responsible for overseeing all financial and accounting operations of the organization. The role ensures accurate financial reporting, compliance with statutory and regulatory requirements, effective internal controls, sound budgeting and forecasting, and efficient cash flow management. The Finance Controller provides strategic financial guidance to senior management to support decision-making, business growth, profitability, and operational efficiency.

The role requires strong analytical capability, leadership skills, technical accounting expertise, and the ability to manage financial risks while ensuring financial integrity across the organization.

Main Duties and Responsibilities

1. Financial Management and Reporting

- Prepare accurate monthly, quarterly, and annual financial statements and management reports.
- Ensure financial reports comply with applicable accounting standards such as IFRS or GAAP.
- Oversee the preparation and maintenance of general ledger accounts.
- Review and approve journal entries, reconciliations, and financial transactions.
- Ensure timely month-end and year-end closing processes.
- Analyze financial performance and explain variances against budgets and forecasts.
- Prepare board reports, investor reports, and management presentations.
- Develop financial dashboards and key performance indicators (KPIs).
- Ensure completeness and accuracy of accounting records.

2. Budgeting, Forecasting, and Financial Planning

- Lead annual budgeting and strategic financial planning processes.
- Develop short-term and long-term financial forecasts.
- Monitor departmental expenditures against approved budgets.
- Conduct variance analysis and recommend corrective actions.
- Support management in cost reduction and profitability improvement initiatives.
- Prepare financial models for strategic projects and investments.

- Assist in pricing strategies and financial feasibility studies.
- Evaluate financial implications of operational decisions.

3. Internal Controls and Risk Management

- Design, implement, and monitor internal control systems.
- Ensure compliance with company financial policies and procedures.
- Identify financial risks and implement mitigation measures.
- Safeguard company assets through effective controls.
- Monitor fraud prevention measures and investigate financial irregularities.
- Ensure segregation of duties and authorization controls are maintained.
- Continuously improve accounting and financial control systems.

4. Treasury and Cash Flow Management

- Monitor daily cash flow and liquidity requirements.
- Prepare rolling cash flow forecasts.
- Manage banking relationships and financing facilities.
- Ensure adequate working capital for operational needs.
- Monitor foreign exchange exposure and financial risks.
- Authorize payments and oversee treasury operations.
- Optimize cash utilization and investment opportunities.
- Ensure timely payment of suppliers, salaries, taxes, and statutory obligations.

5. Taxation and Regulatory Compliance

- Ensure timely filing and payment of taxes including VAT, PAYE, corporate tax, withholding tax, and other statutory obligations.
- Liaise with tax authorities, regulators, auditors, and external stakeholders.
- Monitor changes in tax laws and financial regulations.
- Ensure compliance with labor laws, financial reporting regulations, and corporate governance standards.
- Coordinate external and internal audits.
- Prepare audit schedules and respond to audit queries.
- Implement audit recommendations and corrective actions.

6. Accounts Payable and Receivable Oversight

- Supervise accounts payable and receivable functions.
- Ensure proper invoice processing and payment approvals.
- Monitor outstanding receivables and collection performance.
- Maintain healthy supplier and customer account relationships.
- Review aging reports and recommend actions for overdue balances.
- Ensure accurate customer billing and revenue recognition.

7. Payroll and Human Resource Financial Support

- Oversee payroll processing and ensure payroll accuracy.
- Ensure statutory deductions and employee benefits are properly managed.
- Review payroll reconciliations and approvals.
- Support HR in compensation planning and employee cost analysis.

8. Strategic and Business Support

- Provide financial advice to senior leadership and department heads.
- Participate in strategic planning and business development initiatives.
- Evaluate mergers, acquisitions, and investment opportunities.
- Support operational departments with financial analysis and reporting.
- Drive business performance improvement initiatives.
- Support implementation of ERP systems and financial automation projects.

9. Leadership and Team Management

- Lead, mentor, and develop finance team members.
- Allocate tasks and monitor staff performance.
- Conduct training on financial policies and systems.
- Foster a culture of accountability and continuous improvement.
- Ensure high standards of ethics and professionalism within the finance department.

Key Performance Indicators (KPIs)

- Accuracy and timeliness of financial reports
- Budget adherence and cost control effectiveness
- Cash flow stability and liquidity ratios
- Audit findings and compliance levels
- Reduction in financial risks and losses
- Collection efficiency and debtor days
- Efficiency of financial systems and processes
- Tax compliance and timely statutory submissions

Approval and Signature

Approved by:	**Human Resource Coordinator**
Signature:	
Date:	**01-May-2026**

ESS SOLUTIONS LIMITED P. O. Box 78545 DAR ES SALAAM

Employee Acknowledgement and Signature

I, Esther Mwani, acknowledge that I have read and understood the duties, responsibilities, and requirements outlined in this Job Description for the position of Front Desk Officer. I agree to perform my duties to the best of my ability and comply with the company's policies and procedures.

Employee Name: Esther Mwani
Employee Signature:
Date: 01-May-2026