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Kabundi Resources Limited (KRL), is a wholly owned subsidiary of ZCCM Investments Holdings Plc, managing the manganese project in Serenje District, Central Province of Zambia.

The Company invites applications from suitably qualified and experienced persons who are innovative, energetic and performance driven to fill the position of **FINANCE MANAGER**. **The Finance Manager will also assume the role of COMPANY SECRETARY for KRL.**

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Applications together with copies of certificates and detailed curriculum vitae should reach the undersigned not later than Friday 4<sup>th</sup> February 2022.

A/ Chief Human Resource & Administration Officer

ZCCM Investments Holdings Plc

ZCCM IH Office Park, Alick Nkhata Road

P O Box 30040

**LUSAKA**

*Alternatively, forward your application to [jobs@zccm-ih.com.zm](mailto:jobs@zccm-ih.com.zm)*

*Please refer to the job description below for detailed information about the position.*

**KABUNDI RESOURCES LIMITED**

Kabundi, Serenje, Central Province

## **IDENTIFICATION SECTION**

**JOB TITLE :** Finance Manager/ Company Secretary

**JOB GRADE :** KRL02

**DEPARTMENT:** Finance and Administration

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## **JOB PURPOSE**

The Finance Manager/Company Secretary is responsible for the formulation of the company's accounting systems, sourcing of finances using a variety of financing sources and financial instruments to finance the business, assists in the development of appropriate financing policies and strategies. The Finance Manager takes the lead to provide first class project accounting, finance, forecasting and reporting services to the company.

In addition, the Finance Manager/Company Secretary will provide secretarial services to KRL Board of Director and oversee custody of records and correspondence delivery in order to assist in the realization of KRL goals.

## **KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES**

<b>KEY RESULT AREAS</b>	<b>PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES) – FINANCE</b>
Work-Planning and Budgeting	Ensures timely and accurate preparation and analysis of budgets, financial trends, forecasts and financial reports.
Tax Management	Oversees audit and tax functions, coordinates activities with outside audit firms and review KRL Company performance
Board Policies and Interpretations	Initiates, implements and maintains accounting and administrative policies and procedures for a wide-ranging set of activities including financial accounting and reporting and other corporate policies.
Project Development	Collaborates with the KRL senior management and the Finance Department of parent company ZCCM IH in designing systems/mechanisms/strategies to secure long-term sources of financing, to finance expansion of existing projects and new projects as contained in the Strategic Plan.
Key Stakeholders' Contact	Maintain regular contact with the KRL Management, ZCCM IH, KRL Board, Government, professional bodies, commercial banks, ZRA, management and all assigned project clients. And strive to keep client satisfaction at high levels.
Overall Management	Provides hands on Project and operational financial management with advice on the financial implications of business activities.

Management Control Systems	Ensures that effective internal controls are in place and ensures compliance with applicable laws and rules for financial and tax reporting.
Supervisory	Supervises team members in order to achieve the set targets for the department
Financial Statements	Prepares financial statements in order to enable KRL make informed decisions
Banking	Manages timely collection of and banking of revenues in order to ensure safe custody of funds.
Decision Making	Implements the financial decisions to ensure that they are conducted in a proper manner with a view to achieving the objectives of KRL
Budgeting	Prepares a consolidated annual budget for KRL in order to ensure that it reflects the organization's direction and objectives.  Prepares a consolidated annual budget for the attention of the superior by monitoring income and expenditure to ensure that funds are spent according to the plan.
Accounting Systems	Assists in reviewing the departments' financial rules, regulations and accounting systems to determine their effectiveness.  Performs the treasury functions, monitor and control movement of cash in order to ensure conformity to NHA policy and procedures.
<b>KEY RESULT AREAS</b>	<b>PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES) – COMPANY SECRETARIAL</b>
Secretarial Services	Provides Company Secretarial services to KRL Board of Directors Prepares documents for Board meetings.  Transcribes minutes of meeting's proceedings.  Ensures that meeting rooms are available when required, clean and supplied with any audio-visual or other equipment and refreshments as required.  Provides secretarial services relating to Pre- Board meetings.  Collates post board reports from Directors  Collates general information relevant for Board Business  Supports the coordination and arranging the holding of Directors Forums  Ensuring compliance with the company policies and procedures.

Management and Board Committees Communication	Facilitates the flow of key information to Management and Board members and fulfils their requests for information.
Strategy Formulation and Implementation	Develop, manage and communicate the department's strategic objectives relating to the Company Secretarial function derived from the Company Action Plan, ensuring actions are followed up and the Plan is regularly tested and updated.
Corporate Governance	<p>Spearheads the monitoring and advising on best practice in governance for Management and the Board to ensure compliance with legislation, rules, standing orders, performance standards and board resolutions.</p> <p>Develop and implement the Board's performance management plan.</p> <p>Responsible for the drafting of resolutions and documentation for routine transactions such as director and company name changes and undertakes filing of documents at PACRA.</p> <p>Ensures compliance with policies and procedures relating to the Company Secretarial function by conducting periodic review of the existing policies and bring such matters to the attention of the Board Chairperson.</p>
Liaison	Liase with partners/ group and collect necessary and relevant information for use in the decision-making process by KRL Management;
Shareholder Communication	<p>Drafts relevant shareholder communication and maintains the register of shareholders and monitors changes in share ownership of the company and oversees the payments of dividends and managing share options schemes.</p> <p>In liaison with the appointed Transfer Secretaries, ensures the preparation of share registration forms and share certificates, and maintains accurate records of share transactions for statutory reporting and information purposes.</p>
Reports and Records Management	Prepares periodic reports on governance in relation to holding of scheduled board, sub committees and Annual General meetings;
Risk Management	Coordinates Risk Management activities relating to the Directorate.

Leadership/People Management	Provides leadership to staff that report to the position holder.
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### **REPORTING RELATIONSHIPS**

- a) **Reports to:**  
Chief Executive Officer
- a) **Other Jobs Reporting to (a) above**  
Mine Manager
- c) **Number and level of immediate subordinates:**  
Site Accountant  
Administration Officer

### **ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE**

- a) **Professional Qualifications:**
- Grade 12 Certificate
  - Bachelor's degree in Finance
  - Professional qualification (ZICA, ACCA or CIMA)
  - Post graduate qualifications in Laws with Corporate Finance or Corporate Governance, company secretarial training will be an added advantage Professional Membership
- b) **Minimum Relevant Pre-Job Experience:**  
5 years' experience in a similar position
- c) **Skill Specifications:**
- Communication skills
  - Computer skills
  - Presentation skills
- d) **Other Attributes (Personality Traits)**
- Attentive
  - Confidentiality
  - Methodological