



ZCCM Investments Holding Plc
Incorporated in the Republic of Zambia

JOB ADVERTISEMENT

ZCCM Investments Holdings Plc is looking to recruit a Finance Manager on behalf of Mushe Milling Limited.

Mushe Milling Limited is a subsidiary of ZCCM Investments Holdings Plc, trading as a milling company.

The Company invites applications from suitably qualified and experienced persons who are innovative, energetic and performance driven to fill the position of **Finance Manager**.

For detailed information about the position, please to the link below.

Applications together with copies of certificates and detailed curriculum vitae should reach the undersigned not later than 28th April 2021.

Human Resources Manager
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



JOB DESCRIPTION – FINANCE MANAGER

ROLE PURPOSE

To manage financial operations, in order to ensure sound financial management systems, practices and applications.

ROLE SPECIFICATIONS:

| Accountability | Key activities |
|--|---|
| Financial Controller for the business | <ol style="list-style-type: none"> 1. Overall responsibility of the Finance department operations (review financial statements, monthly MIS, Group reporting) and audits (internal, statutory). 2. Financial evaluation of projects and post implementation review of the projects 3. Monitoring and evaluating business processes; suggesting and implementing changes to bring in control, efficiency and effectiveness. 4. Involvement in operational functioning pertaining to procurement negotiations and cost savings. 5. Reviewing the work of the Accountants/second in line if any and ensuring the procedures are adhered to. |
| Strategic Business Planning | <ol style="list-style-type: none"> 1. Maintaining repository of data and information to support business processes 2. Overseeing the implementation/maintenance of ERP system. 3. Drafting capital expenditure plans and investments in line with business strategy |

| Accountability | Key activities |
|---|--|
| Planning & Budgeting | <ol style="list-style-type: none"> 1. Preparing Annual Budgets for the business unit 2. Anchor the annual budgeting exercise and ensure that the business units have a sound rationale/ basis for the budgets 3. Ensure maintenance and reporting P & L for the unit on a monthly basis 4. Preparing Rolling Estimates for the company 5. Preparing brand contributions, day sales inventory calculation 6. Monthly Management reporting with detailed analysis of sales & profit along with comparison with prior Rolling Estimate, Annual Budget & Previous Year |
| Accounting & Statutory Compliances | <ol style="list-style-type: none"> 1. Timely preparation of annual/monthly reports ensuring analysis of the performances on a monthly basis. 2. Ensuring compliance to all applicable statutory and legal requirements for the assigned geography 3. Planning and managing internal/statutory/tax audits 4. Periodic compilation of a comprehensive checklist for audit and risk management 5. Contributing to better corporate governance by identifying internal control weaknesses and implementing better controls |

Reporting to: **Finance Director**

Location: **Lusaka**

CANDIDATE SPECIFICATIONS

Qualifications

- Bachelors' Degree in Accountancy/ACCA/CIMA

Experience

- 5-7 years' experience
- Experience in FMCG/Manufacturing will be preferred
- Knowledge of PASTEL Accounting Systems will be must
- Member of ZICA

Key Competencies and Skills

- High on strategic thinking and achievement orientation.
- Display the ability and sensitivity to manage complex stakeholder relationships,
- Teamwork and collaboration and strong interpersonal and communication skills.