



JOB TITLE: Finance Manager

AV-347669

P.O. BOX 3405

DHL Tanzania Limited Express

Full-time 45 Permanent

Travel Required: Travel required less 25%

Role Purpose

Contribute to develop and ensure implementation of finance strategy related to two or more of the Finance Job Families (e.g. a combination of RTR, PTP and Controlling activities) by meeting financial needs of the business, controlling financial resources, ensure compliance, advising and supporting the business in financial matters in line with business needs, regulations, accounting principles and standards

Key Tasks

1. Management & Financial Reporting

- Ensure all financial reporting submissions to MUSSC are accurate, compliant, and delivered within Corporate deadlines, fully aligned with IFRS, Deutsche Post DHL policies, and internal guidelines

- Coordinate and oversee weekly and month-end closing activities in accordance with agreed timelines.
- Manage the month-end accrual process to ensure all contractual and ad-hoc expenses are appropriately recognized.
- Take end-to-end responsibility for balance sheet integrity, including balance sheet accounts, sub-ledgers, and system interface reconciliations, in line with the DHL Express Regional Operating Model.
- Ensure all statutory filings, tax submissions, and statutory payments are completed accurately, on time, and in compliance with local regulatory requirements.
- Track, follow up, and ensure timely closure of internal and external audit findings through robust action plans.
- Own and actively manage working capital performance, including DSO, overdue receivables, provisions, and bad debt exposure, driving continuous cash flow improvement.

2. Stakeholder Engagement & Business Partnering

- Act as the primary point of contact for all Financial Accounting matters for the local CFO.
- Lead and coordinate internal and external audit processes, ensuring effective planning, smooth execution, and timely resolution of audit queries
- Design, implement, and ensure compliance with Credit, Collections, and Accounts Receivable processes.
- Collaborate closely with functional and operational managers to ensure alignment, consistency, and effectiveness of finance processes across the organization.
- Manage service level agreements with third-party service providers, including collection agencies and legal firms, ensuring cost efficiency and performance standards are met.

3. Team Leadership & Capability Development

- Lead, coach, and motivate the finance team to achieve individual and departmental objectives, fostering a high-performance culture.
- Drive continuous improvement initiatives within financial accounting processes using First Choice, LEAN methodologies, and best practices.

- Support and implement automation and digitization initiatives to enhance efficiency, accuracy, and scalability of finance operations.
- Take full accountability for the team's portfolio, ensuring timely delivery of objectives while providing leadership, guidance, and development support.

4. Risk Management, Controls & Cost Efficiency

- Review and analyze operational costs and key performance metrics post month-end to identify, implement, and monitor cost-saving initiatives aimed at reducing OCPM and improving productivity.
- Ensure all internal financial accounting controls (CRISP controls) are executed accurately and on time, with appropriate documentation and audit trails maintained.
- Oversee disaster recovery documentation and backup procedures, ensuring financial data and critical documentation are securely stored, current, and accessible in approved systems.
- Perform detailed analytical reviews of the Balance Sheet and Profit & Loss, providing insights and support to budget holders.
- Conduct ongoing risk assessments in line with internal General Ledger guidelines and the GOM Regional Operating Model, providing advice and mitigation recommendations.
- Develop and implement robust credit management processes, including defining credit policies, credit limits, and payment terms for customers and suppliers.

5. Policies, Record Keeping & Documentation Management

- Ensure all finance-related documentation is current, accurate, and regularly reviewed, including local policies, job aids, process flows, contingency plans, and period-end timetables.
- Ensure compliance with local data retention and record-keeping requirements.
- Maintain financial accounts in full compliance with IFRS, Deutsche Post DHL policies, and the DHL Express Regional Operating Model.
- Contribute to the development, enhancement, and implementation of Credit and Collections strategies, policies, accounting processes, and supporting tools, including planning and budgeting.

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