

## DAR ES SALAAM STOCK EXCHANGE PLC



### EXCITING CAREER OPPORTUNITY

The Dar es Salaam Stock Exchange PLC (DSE) was established in 1996 as a company limited by guarantee without share capital. DSE changed to a company limited by shares and was self-listed in July 2016.

The principal activity of the DSE is, among others, to provide a platform for trading, settlement and depository of listed securities and facilitate companies to raise capital via issuance of shares and bonds.

In order to enhance its governance and operational efficiency, DSE is looking for ambitious and motivated candidates with integrity and experience to fill the following positions:

**Job Title: Chief Financial Officer (CFO)**

**Reporting to: Chief Executive Officer (CEO)**

**Position Purpose:**

The CFO is mainly responsible for the planning, co-ordination and control of all financial, accounting, and administration activities of the DSE.

**Key Duties:**

Key Result Area (KRA-1): Finance Management

- (i) Manage the Finance and Administration functions and activities.
- (ii) Prepare and review budget guidelines and other policy documents.
- (iii) Monitor revenues flows and expenditure trends.
- (iv) Ensure that financial resources are utilized properly.
- (v) Keep the DSE informed of Tax legislation and ensure that tax obligations involving the DSE and its staff are fulfilled.
- (vi) Facilitate the auditing of the DSE books of accounts by both the internal and external auditors.
- (vii) Oversee implementation, monitoring and evaluation of DSE strategies.

Key Result Area (KRA- 2): Planning and Co-ordination

- (i) Plan, control and co-ordinate all financial and administration activities of the DSE.
- (ii) Coordinate preparation of budget and strategic plans.
- (iii) Coordinate preparation of periodical and annual accounts of the DSE (in accordance with International Financial Reporting Standards (IFRS))

Key Result Area (KRA-3): Budgeting

- (i) Plans, directs and co-ordinates the planning and preparation of annual budgets and submit to the CEO.
- (ii) Prepare and submit DSE PLC budgets for the Board's approval in consultation with the DSE PLC CEO.
- (iii) Review financial budgets and cash flow projections.
- (iv) Ensure adherence to budgetary processes and procedures

Key Result Area (KRA-4): Reporting and Related Affairs

- (i) Supervise preparation of financial reports and tax returns.
- (ii) Ensure that management accounts and other financial data are available, accurate, concise and up to date.

- (iii) Establish and maintain in accordance with accepted principles, all financial records and related documents of the DSE.

Key Result Area (KRA-5): Administration.

- (i) Oversees preparation and review of administrative policies and procedures
- (ii) Supervise and ensure availability and allocation of office space, maintenance of office inventory and insurance cover for DSE assets.
- (iii) Ensure the application of the DSE's financial policies and procedures.
- (iv) Provide technical guidance and training to subordinates.

**Minimum Academic Qualifications:**

Holder of Master's Degree in Finance, Business Administration or equivalent;  
Certified Public Accountant – CPA (T) or equivalent qualification.

**Required Professional Qualifications**

Must be registered with NBAA as Approved Accountant;  
Securities Markets Certification will be an added advantage.

**Relevant Work Experience**

Minimum of seven years, five of which should be at managerial level in a reputable institution.

**Required Skills & Competencies**

**Analytical Skills:** IT Knowledge Management, Financial Management, Systems Understanding and Processing.

**Finance and Administration Skills:** Financial Planning, Regulations and Compliance, Risk Management and Financial Markets.

**Job Title: Finance Manager**

**Reporting to: Chief Financial Officer (CFO)**

**Job Purpose:**

Assist the CFO by taking responsibility for the financial health of the DSE by developing and recommending strategies based on financial research to guide senior management in making sound business decisions.

**Key Duties:**

Key Result Area (KRA-1): Management Accounting

- (i) Responsible for accounting and control of DSE books of accounts.
- (ii) Prepare (in accordance with International Financial Reporting Standards (IFRS) principles) periodical and annual accounts of the DSE.
- (iii) Assist the Chief Financial Officer (CFO) in planning, controlling and coordinating financial activities of the DSE.
- (iv) Formulate and administer the DSE policies and procedures for control of staff travel imprest and loan accounts.
- (v) Prepare and update guidelines on accounting policies and procedures for staff references.
- (vi) Ensure that all payments and disbursements are made in accordance with DSE Financial Regulations.

Key Result Area (KRA-2): Financial Reviews and Reports

- (i) Assist with creating internal management reporting.
- (ii) Generate reports from the accounting software in use for preparation of financial reports to Management and the Board.
- (iii) Review all posted and approved financial transactions in the accounting software to ensure expenses are allocated appropriately into their budget categories.
- (iv) Assist in reviewing/developing and managing the implementation of financial policies and procedures taking into account Government regulations, and guidelines.
- (v) Assist with creating financial statements (balance sheet, income statement).
- (vi) Review procurement documents for payment approval.

(vii) Assist CFO in overseeing the management of leases, contracts and other financial commitment.

**Minimum Education Qualifications:**

Holder of Master's Degree in Finance, Business Administration or equivalent.  
Certified Public Accountant – CPA (T) or equivalent qualification.

**Required Professional Qualifications**

Must be registered with NBAA as Approved Accountant  
Securities Markets Certification will be an added advantage.

**Relevant Work Experience**

Minimum of five years, three of which should be at managerial level in a reputable institution.

**Required Skills & Competencies**

**Analytical Skills:** IT Knowledge Management, Financial Management, Systems Understanding and Processing,

**Finance and Administration Skills:** Financial Planning, Regulations and Compliance, Risk Management and Financial Markets.

**Remuneration:**

Competitive remuneration package will be offered as per the DSE pay scales.

**Mode of Application**

All interested candidates are required to apply by attaching to their application: current curriculum vitae (CV), copies of academic certificates, full addresses including contact phone number, email address and two reference letters from referees who can testify to the applicant academic abilities, working experience and character.

Applications should be sent:

**Chief Executive Officer,  
Dar es Salaam Stock Exchange PLC  
14th Floor, Golden Jubilee Towers, Ohio Street  
P. O. Box 70081  
DAR ES SALAAM**

Deadline for applications is on **7<sup>th</sup> September, 2018** Only short-listed candidates will be contacted for interview.

The vacancy is also available on DSE's website: [www.dse.co.tz](http://www.dse.co.tz)