

**VACANCY**  
**Finance & Administration**  
**Director**

DPC has contracted Industrial Psychology Consultants (Pvt) Ltd to assist with the recruitment and selection of a suitable candidate for the position of Finance & Administration Director.

**Overall Purpose:**

To provide leadership, direction, and management of the Corporation's accounting, finance, administration, Human Capital, and ICT activities. .

**Duties and Responsibilities:**

- Develops and implements the short, medium, and long-term strategic plans of the Corporation, and maintains effective financial strategies.
- Draws up financial management systems, in accordance with the Financial Risk Management policies and procedures approved by the Board.
- Provides regular, sound, accurate, and timely financial advice and information to the Board, CEO, and management of DPC to support decision-making.
- Directs the Department procedures and systems necessary to maintain proper records, audit trail, and to afford adequate accounting controls and services.
- Determines, monitors, and actively manages liquidity requirements to ensure that sufficient funds are available to meet ongoing operational and capital investments requirements, and investment of surplus funds.
- Integrates the Board approved strategy into the budgeting framework or process to ensure that the DPC's mandate is achieved.
- Leads the annual financial forecasting process to produce relevant, accurate, and timely financial forecasts and to re-forecast on a quarterly basis as needed.
- Works with the leadership team to oversee compensation, recruitment, performance appraisals, and staff training and development systems or activities, in line with the Corporation's policies and current legislation.

**Qualifications and Experience**

- A degree in accounting, finance, banking, investments, or business administration.
- A Postgraduate qualification in accounting, finance, commerce or business administration.
- Full professional qualification such as CA/ACCA/ CIMA/ CIS.
- Strong practical knowledge of International Financial Reporting Standards (IFRS) and/or International Accounting Standards.
- Membership to a relevant professional body.
- At least 12 years' relevant work experience, of which 6 years must have been in a senior managerial role.

Apply on:

<https://www.thehumancapitalhub.com/jobs/Finance--And--Administration-Director/2115>

Closing date: 10 November 2022

**Industrial Psychology Consultants**

*"Maximising Returns on Human Capital"*