



CITY OF MUTARE

FINANCE DEPARTMENT

VACANCY: FINANCE DIRECTOR: GRADE 15

Applications are invited from suitably qualified and experienced persons to fill the vacant post of **FINANCE DIRECTOR**.

THE PERSON SPECIFICATION

- A degree from a recognized University in Banking, Finance, or Accounting. A full CA, ACCA, CPAZ, CIS or CIMA, CIA, or equivalent is also acceptable
- At least three years post-qualification experience in a middle management accounting position.
- A citizen of Zimbabwe.
- A clean criminal record.
- A clean record of service within the local government sector, where applicable.

In addition, the applicants should be a registered public accountant under PAAB.

KEY RESULT AREAS

- Budgeting
- Analytics & Advisory
- Planning
- Revenue Management
- Risk Management
- Financial Reporting

DUTIES AND RESPONSIBILITIES

The incumbent will be reporting to the Town Clerk and will be responsible for the following duties and responsibilities:-

- Coordination of the formulation and implementation of the budget processes as per the requirements of the Urban Council's Act and the Public Finance Management Act.
- Control and Administration of the Finance Department.
- Providing financial advice to Council and its standing committees.
- Produce financial reports as and when required in line with statutory requirements
- Ensure financial records are subjected to external audit within the statutory deadlines
- Lead revenue collection processes to ensure sustainable service delivery
- Control expenditure commitments within set annual plans

Applicants should submit six (6) certified hard copies of academic and professional certificates and their CVs to the office of the Town Clerk **no later than 20 February 2025**. Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

“EQUAL EMPLOYMENT OPPORTUNITY”

TEL: 02020-64412

WHATSAPP: +263 775 792 461

FACEBOOK: The City of Mutare

TWITTER: @CityOfMutare

WEBSITE: www.mutarecity.org

City of Mutare
Civic Centre
P O Box 910
MUTARE

K.B. CHAFESUKA
TOWN CLERK