# APEX BUSINESS CONSULTING LIMITED

## EMPLOYMENT OPPORTUNITIES

Apex Business Consulting Limited is a consulting wing of VA Business Assurance Services, a member firm of AGN International. AGN International is a worldwide association of separate and independent accounting and consulting firms. Acting on behalf of our client who runs a safari company and a number lodges and camp sites urgently requires to fill the following positions existing at Safari Company and holding company for lodges:

| **Group Chief Internal auditor (Ref. GCIA2012)** | **Chief Accountant - Safari company (Ref. CASC 2012)** | **Group chief accountant - lodges and camp sites (Ref.GCALC 2012)** | **Human Resources Manager (Ref.GHRM2012)** |
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| **1.** Reporting to group managing director you will be responsible for**:**<br><br>- Chief advisor to MD on financial reports and audit matters<br><br>- You will prepare annual internal audit plan for all companies, present to directors for approval and carry out internal audit according to agreed plans and timetable<br><br>- You will review all monthly and quarterly management reports ensure agree with books of account before are presented to directors<br>- You will review compliance to laws and regulations including tax laws on quarterly report and advice accordingly<br><br>- Liaison with external auditors to ensure external audit is smoothly carried out within statutory time<br><br>- Liaison with external tax consultant to respond to TRA queries as and when received<br><br>- You perform any other duties including special audits that may be directed by directors<br><br>**2. Qualifications and experience**<br><br>- Holder of CPA(T), ACCA or ACA from recognized institution<br>- Must be registered with NBAA as a Certified Public Accountant in Public Practice<br>- Not less than six years post qualifying experience with a reputable organization<br>- Must be matured person who can work independently | 1. Reporting to managing director, chief accountant for Safari company shall be responsible for:<br><br>- Heading accounting department in maintaining effective financial management and accounting system<br><br>- Cash flow management and rationing<br><br>- Ensure all day transactions are recorded on a daily basis and backup is maintain to protect loss of data<br><br>- Ensure transactions recording and analysis are in compliance with international financial reporting standards<br><br>- Review costing of all safari files before invoices are created to ensure correctness<br><br>- Review all suppliers' invoices against order and delivery note before are recorded in the system and listed for payment<br><br>- Ensure reconciliation of all intercompany transactions are done on a monthly basis<br><br>- Review all monthly reconciliations – banks, creditors, debtors, inventories etc, for correctness before monthly reports are issued.<br><br>- Prepare strategic plans, corporate plans and actions plan<br><br>- Perform any other duties you may be directed by the managing director.<br><br>**2. Qualification and experience**<br><br>- Holder of CPA(T), ACCA or ACA from recognized institution<br>- Must be registered with NBAA as a Certified Public Accountant<br>- Not less than six years post qualifying experience with a reputable organization<br>- Must be matured person who can work independently | 1. Reporting to managing director, group chief accountant shall be responsible for the financial affairs of four lodge companies as follows:<br><br>- Head of all accountants of the four companies<br><br>- Cash flow management and rationing for all companies<br><br>- Close follow up to ensure all day transactions for each company are recorded on a daily basis and backup is maintain to protect loss of data<br><br>- Ensure transactions recording and analysis are in compliance with international financial reporting standards<br><br>- Review reservation report from all companies before invoices are created to ensure correctness<br><br>- Review all suppliers' invoices against order and Good Received Note before are recorded in the system and listed for payment<br><br>- Ensure reconciliation of all intercompany transactions are done on a monthly basis<br><br>- Review all monthly reconciliations – banks, creditors, debtors, inventories etc, for correctness before monthly reports are issued.<br><br>- Prepare strategic plans, corporate plans and actions plan<br><br>- Identifies and recommends new areas of investment and prepare investment proposals for decision making<br><br>- Perform any other duties you may be directed by the managing director.<br><br>**2. Qualification and experience**<br><br>- Holder of CPA(T), ACCA or ACA from recognized institution<br>- Must be registered with NBAA as a Certified Public Accountant<br>- Not less than six years post qualifying experience with a reputable organization<br>- Must be matured person who can work independently | 1. Reporting to Managing director, human resources manager will be responsible for<br><br>- Prepare and executive process of recruitment, staff appraisal, motivation and retention of high performers<br><br>- Advice/give guidance on preparation of salary structure which will take into account education qualification and performance of employee<br><br>- From time to time forecast manpower need for each company and propose new recruitment or vacation depending on needs<br><br>- Provide advice and guidance in preparation and implementing human resources procedures<br><br>- Proposal a suitable performance target for each company/ department and ensure performance appraisal are being done to all<br><br>**2. Qualification, experience and attribute required**<br>- University graduate in human resources management<br>- Holder of MBA will be an added advantage<br>- A matured person, not less than 45 years<br>- Not less than five years experience as a head of human resources department<br>- Fluent spoken and written English<br>- Good knowledge of labours laws and related regulations<br>- A personal capable of working him/herself<br>- Must be Computer literate |

**MODE OF APPLICATION**
Please apply in hand writing quoting vacancy reference on the envelop to the address below enclosing:

- Handwritten application letter
- Typed curriculum vitae detailing details of your qualifications, experience, present position
- Names of three referees including your current employer, their telephone and email contacts
- Photocopies (non-returnable) of academic, professional certificates, testimonials and other supporting documents

Application should reach the recruiting agent within two weeks from the date of this advertisement

Executive Selection
Apex Business Consulting Limited
P O Box 1090
Ausha

Telephone : +255 27 2544020
Fax: +255 27 2544020

Application received through fax or email will not be accepted. Only shortlisted applicants will be notified.