
Position Description

Vacancy Title: **Head of Finance**

Location:

Reports To: **None**

Objective

Lead financial stewardship and people management. Protect financial integrity. Strengthen workforce capability. Align finance and HR outcomes with organisational strategy. Maxumise has been engaged to manage the recruitment process for this role on behalf of our Client.

Outcomes

Organisational Stakeholders

1. Financial Governance and Control

Financial position is stable, compliant, and transparent.

- Annual budgets and cashflow forecasts prepared and approved before the financial year.
 - Monthly management accounts issued by the sixth working day.
 - Ledgers, reconciliations, and financial records fully accurate each month.
 - Statutory obligations met in full, including VAT, PAYE, and FNPf.
 - External audits completed on time with no high-risk findings.
-

2. Financial Performance and Risk Management

Financial risks are controlled and performance trends are clear.

- Budget variances maintained within approved thresholds.
 - Cashflow remains positive on a monthly basis.
 - Working capital managed within approved debtor and creditor terms.
 - Financial risks identified, assessed, and mitigated each quarter.
 - Practical financial advice provided to executive management to support decisions.
-

3. Treasury and Asset Protection

Company assets and liquidity are protected.

- Banking, treasury, and cash management controlled effectively.
 - Internal controls enforced to prevent loss or misuse of assets.
 - No material financial losses recorded.
-

4. Human Resources Management and Compliance

Workforce operates within legal and policy frameworks.

- Recruitment and onboarding completed within approved timeframes.
 - Employment contracts and practices comply with labour legislation.
 - HR policies and procedures reviewed and updated annually.
 - Payroll, leave, and statutory remittances processed accurately and on time.
-

5. Performance, Capability, and Culture

Workforce capability and engagement support business goals.

- Performance appraisals completed for all employees each year.
 - Disciplinary and grievance matters managed in line with policy.
 - Annual training and development plan delivered.
 - Workforce structure supports current and future business needs.
 - Engagement initiatives delivered to support a positive workplace culture.
-

6. Leadership and Reporting

Finance and HR functions operate effectively and improve year on year.

- Finance and HR staff performance targets achieved.
- Reports to Managing Director and Board delivered accurately and on schedule.
- At least two finance or HR process improvements delivered annually.
- Finance and HR objectives aligned with organisational strategy.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Team Orientation	Work in a team towards a common aim.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting or finance	
Desirable		
Masters Degree		

Work Knowledge and Experience

- Minimum 8 to 10 years senior finance experience.
- At least 5 years in a finance leadership role.
- Proven accountability for budgets, financial reporting, cashflow, and audits.
- Direct experience managing statutory compliance, including VAT, PAYE, and FNPf.
- Experience engaging auditors, regulators, banks, and external stakeholders.

Requirements

Language Proficiency

- Excellent command of English

Other Required Requirements

Key Performance Indicators

Financial Management and Governance, 70 percent

- Budget approval achieved before financial year start.
- Budget variance within plus or minus five percent.
- Monthly accounts issued by sixth working day.
- One hundred percent monthly reconciliations.
- Zero statutory penalties or compliance breaches.
- External audit completed on time with no high-risk issues.

Human Resources and Compliance, 20 percent

- Recruitment completed within approved timelines.
- Zero labour law breaches.
- One hundred percent payroll accuracy.
- One hundred percent performance appraisal completion.
- Annual training plan delivered.

Leadership and Continuous Improvement, 10 percent

- Finance and HR targets met.
- Executive reports delivered on time.
- Minimum of two process improvements delivered annually.

Performance Bonus

- Ten percent of base salary linked to individual KPI achievement.
- Additional ten percent of base salary linked to company performance.
- Maximum bonus capped at twenty percent of base salary.
- Payment subject to Board approval and full statutory compliance.

Tools of Trade

- Company vehicle for work and approved personal use.
- Mobile phone and laptop for business purposes.

Compliance Requirement

Full compliance with statutory obligations and company policies is mandatory. Breaches affect bonus eligibility and access to company resources.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
External		
	Regulators	
	Statutory Authorities	
	Taxation Authority	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Decisive	Reaches conclusions, promptly and firmly.
Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

Contact for Enquiries

Contact Name: Elizabeth Cama

Contact Email: elizabeth@maxumise.com

Further Contact Information: --

Closing Date: 08 Feb 2026