

Senior Finance Officer – Stocks Controls tenable at Head Office in Lilongwe

Specific Responsibilities

Reporting to the Finance Manager – Management Accounts the position holder will be expected to:

- Work with the Operations department to forecast fuel supply and demand to prevent overstocking and running out-of-stock (OOS)
- Maintain an up-to-date fuel supply stock details (vendor's information, invoices and pricing) in the Company's internal databases;
- Liaise with relevant departments and/or sections to ensure coordination between fuel supply financing requirements based on projected fuel supply order;
- Support provision of timely information to support processing of letters of credits with financiers, suppliers and the Company's supply section;
- Oversee product storage and ensure security of supply in liaison with the Operations;
- Coordinate regular product stock taking at all the Company's depot
- Keep updated product inventory records
- Produce weekly stock reconciliations: Carrying out monthly stock checks, handling stock discrepancy investigations, organizing stock-takes and producing reports, producing monthly sales margins and castings for the business.
- Provide business and analytical decision support using tailored system applications (i.e., SAP, Business Intelligence).
- Perform reconciliation between internal and system records;
- And any other duties as assigned by Immediate Supervisors.

Qualifications, Skills and Experience

- Bachelor's Degree in Accounting and ACCA, CIMA or at least advanced stage towards acquiring professional qualification
- 5-10 years of solid stock control experience
- Proven track record in working with multidisciplinary teams
- Knowledge of supply and distribution businesses
- Demonstrated skill balancing risk and reward in decision making process
- Knowledge of geographic footprint and industry players in the country
- Proven ability to build internal and external networks to enhance business and share knowledge
- Strong communication skills - written & verbal
- Skillful use of MS Office suite
- Negotiations - Ability to effectively close deals while ensuring mutual value. Is able to drive customer conversations to a "win-win". Experience in

effectively managing difficult conversations. Ability to effectively leveraging customer relationships through a negotiations process.

- Value Maximization - Ability to construct account reviews with customers.
- Interpersonal Interaction - Ability to express ideas and points of view in a clear, well-structured, and concise manner. Is able to influence and persuade others through communications.