CAREER OPPORTUNITY

HEAD OF FINANCE, TREASURY & ADMINISTRATION

GRADE D5 • Reporting to the Chief Executive Officer

THE ROLE

Provide strategic leadership of AMA's finance, treasury and administration functions—safeguarding resources, ensuring financial sustainability, strengthening institutional accountability and advising Management and the Board.

KEY RESPONSIBILITIES

• **FINANCE & GOVERNANCE** Lead budgeting, expenditure control, financial statements, statutory reporting, internal controls, audit and risk. Ensure compliance with the AMA Act, Public Finance Management requirements, IPSAS, Labour Act and Government of Zimbabwe regulations.

• **TREASURY** Manage treasury strategy, cash flow, liquidity, working capital, banking, investments and financing; strengthen revenue collection and timely settlement of obligations.

• **ADMINISTRATION** Oversee HR administration, procurement planning, assets, facilities, transport, insurance and records, ensuring efficient use of resources.

• **STRATEGIC ADVISORY** Appraise projects and investments; support PPPs/SPVs; advise Management and the Board, report on performance and promote sound governance.

QUALIFICATIONS & EXPERIENCE

• Master's degree in Finance, Business Administration or a related discipline.

• Bachelor's degree in Accounting, Finance or Financial Management, or equivalent.

• Full professional qualification: ACCA, CIMA, CIS or Chartered Accountancy.

• 5–10 years' relevant post-qualification experience, including at least 5 years in a senior financial management role.

• Demonstrable treasury, investment, cash-flow, financial-planning and revenue-mobilisation experience.

• Public-sector financial-management and Public Finance Management/Treasury-regulations knowledge is an added advantage.

APPLY BY 7 DECEMBER 2026

Complete the **online application form** and email your CV and application letter to **hr@ama.co.zw**

Subject: "Head of Finance, Treasury and Administration". Only shortlisted candidates will be contacted.

SCAN TO APPLY