

**JOB DESCRIPTION – PART 1**

<b>NAME:</b>	<b>DESIGNATION: Financial Director</b>
<b>LOCATION: Head Office, Finance Department</b>	<b>IMMEDIATE SUPERVISOR: Chief Executive Officer</b>
<b>SUMMARY OF DUTIES/RESPONSIBILITIES:</b>	
<ol style="list-style-type: none"> <li>1. To compile quarterly estimates for approval by the Finance Committee and Council.</li> <li>2. To coordinate and manage the preparation of the annual budget for Eswatini Sugar.</li> <li>3. To manage the preparation of monthly management accounts and annual financial statements and reports.</li> <li>4. To manage the cash flow, including bank account balances, retentions, payments to mills and other suppliers, local and foreign receipts.</li> <li>5. Monitor foreign exchange rates and enter into forward exchange contracts when necessary and control conversion from foreign to local currency (Control and implement the Eswatini Sugar Hedging and Risk policy).</li> <li>6. Liaison with the Commercial Department concerning shipments, sales, prices and discounts to customers.</li> <li>7. Determine customer credit facilities (in line with the Eswatini Sugar's credit policy) and approve opening of new accounts.</li> <li>8. Ensure debtor's balances are controlled in line with terms and conditions and follow up major outstanding amounts.</li> <li>9. Manage the general ledger and subsidiary ledgers and reconciliation.</li> <li>10. Negotiate with banks and other lenders concerning overdraft facilities, terms and conditions of loans, preparation of loan agreements and compliance with terms and conditions.</li> <li>11. Manage fixed assets additions, disposals and registers.</li> <li>12. Liaise with auditors concerning annual audit and special assignments.</li> <li>13. Attend to agreements with suppliers, financiers and liaise with attorneys in connection with such agreements and contracts.</li> <li>14. Advise, train, develop and motivate staff in the Finance Department.</li> <li>15. Manage and attend to all aspects of subsidiary companies - i.e., contracts, loans and other agreements, site meetings, etc.</li> <li>16. Manage the Eswatini Sugar's information technology department.</li> <li>17. Manage the insurance portfolio by attending annual reviews and controlling all aspects of insurance.</li> <li>18. Liaise with the Independent Review Committee and all other ad-hoc committees of Council for all required matters.</li> <li>19. Manage all contracts and agreements entered into by Eswatini Sugar and the safekeeping thereof.</li> <li>20. Attend to ad-hoc investigations and reports.</li> <li>21. Manage and control all Eswatini Sugar capital projects.</li> </ol>	

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| 22. | Manage and control the payroll.   |
| 23. | Monitor the Associations' interests on the Maputo Port (Act as a Director on the STAM board). |

**JOB DESCRIPTION – PART 2**

**SUMMARY OF DUTIES/RESPONSIBILITIES:**

**Quota Board**

1. Act as Secretary to the Quota Board (QB) and manage and control all aspects of the Quota Board by liaising with the QB Chairman, members of QB, quota holders and consultants.
2. Advise quota holders of annual quotas and make any necessary changes to the database.

**Company Secretary**

1. Act as Secretary (i.e., prepare and circulate notices and agendas, take minutes at meetings) for Council, Annual General Meeting of Council, Cane Testing Technical Services Committee, Extension Committee, and ad hoc committees.
2. Ensure compliance with the Sugar Act, 1967 (as amended) and all other relevant national legislations.
3. Draft and submit briefs to legal council on various aspects of the Sugar Act and Sugar Industry Agreement whenever necessary.

**ADDITIONAL TASKS:**

1. Director of the Maputo Sugar Terminal, STAM (Sociedade Terminal de Açúcar de Maputo).
2. Act for the Chief Executive Officer when directed to do so.
3. Perform any other duties assigned from time to time by the Chief Executive Officer.

REVIEWED BY: Chief Executive Officer	ACCEPTED BY:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

**Revision: Five**