

# JAMES M MALIMA

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Nationality: Tanzanian

P.O. Box 24281, Dar es Salaam

## PROFESSIONAL SUMMARY

Decisive and persuasive communicator with proven problem-solving, leadership and planning abilities and also very resourceful Accounting professional with over 10 years of experience in Accounting, Finance, Reporting and audit.

## WORK HISTORY

01/2024 - *TODATE*

**GINA Pharmacy and Equipment Limited** | Dar Es Salaam

### Finance Manager

- Preparation of financial statements, company's capital budget and cash flows for both management and statutory requirement.
- Oversee day to day accounting and finance processes including bank, vendors and customers reconciliations and month end closing.
- Supervise financial reporting that comply with International and local standards and working with auditors and regulatory bodies for compliance.
- Manage taxes (PAYE, SDL, VAT, CIT and WHT) and other statutory requirements on behalf of the company.
- Ensuring set and implementation of strong Internal control and procedures for smooth operations and to safeguard company assets.
- Executed ad hoc and special investigations and reviews requested by management.

07/2022 - 06/2023

**Totalenergies Marketing Tanzania Limited** | Dar Es Salaam

### Internal Audit Manager

- Drafted Internal Audit Charter of Internal Audit function, Reviewed systems and controls of Company.
- Devised and implemented internal audit policies and procedures in line with local and international best practices.
- Coached internal audit team to achieve targets and fulfil deadlines.
- Updated senior leaders regularly, reporting significant internal control issues.
- Executed ad hoc and special investigations and reviews requested by management.
- Carried out spot checks on physical stock, trade debtors and key



## EDUCATION

2014 - 2017

**National Board of Accountants And Auditors** | *Dar Es Salaam*

NBAA)Certified Public Accountant (CPA-T): Accounting

2010 - 2013

**Ardhi University** | *Dar Es Salaam*

Bachelor of Science: Accounting and Finance

2008 - 2010

**Umbwe Secondary School** | *Kilimanjaro*

A-Levels: Economics, Commerce & Accountancy

2004 - 2007

**Mara Secondary School** | *Mara*

Certificate of Secondary School Education: Business Studies

## LANGUAGES

**English**

Fluent

**Swahili**

Fluent

areas to identify and resolve issues.

- Reported on control deficiencies to management and made recommendations to mitigate risk and add value.
- Drew up annual Internal Audit Plan based on key risks and strategies.

01/2020 - 06/2022

**Totalenergies Marketing Tanzania Ltd** | Dar es Salaam

### **Senior Accountant**

- Coordinated all external audits with KPMG and later PWC and group audits and preparation of financial statements.
- Prepared of monthly accrual table, provision schedules and verification of reconciliations.
- Reviewed accuracy of posting from payable section and see off payment of Invoices of over 300 suppliers local and Internationals.
- Managed and monitored outsourced accounting service including verification of postings.
- Coordinated key accounting priority controls as group's major KPIs in checking of accounting procedures.
- Managed all tax obligations postings and workings on basis of accuracy and time and worked hand in hand with Deloitte auditors to tackle various TRA audits.

09/2018 - 12/2019

**Totalenergies Marketing Tanzania Ltd.** | Dar es Salaam

### **Reporting and Controls Accountant**

- Prepared of monthly Dashboard (P&L) and comments, assist in presentation to the management and give an overview of both entities' financial performances (GAPCO & Total).
- Followed up Sales and Margins:
  - Morning meeting preparation with business units & follow up on KPIs (MAP, margins & sales vs BU).
  - Prices update in SAP based on validated requests. Verify coherence with EWURA release and budget objectives. Ensure there is no negative margin.
- Prepared Working Capital Requirement report (WCR) with analysis showing Stock level, DSO and Payables.
- Participated in Long term Plan (LTP) from the level of collection of info from HoDs to insertion to the tool and helping Finance Manager to summarize for group presentation and approval.
- Participated in quarterly consolidated results review to ensure its coherence with Management reports (CAP).
- Prepared capital budget and investment management reports and reconciliation with SAP.
- Prepared statutory EWURA requirement report with Monthly sales and Imports.
- Verified Purchase orders requisition in OPTIMA ensure right cost element, cost center for CAPEX and OPEX
- Analyzed fixed costs in spirit of cost agility program by the company

09/2016 - 12/2018

**Totalenergies Marketing Tanzania Ltd. | Dar es Salaam**  
**Human Resources & Fixed Assets Accountant**

- Maintained company's Fixed Assets register ( Major achievement being Integrated newly acquired GAPCO and PETROLUBE assets into SAP.
- Supervised accounting for additions, disposals, transfer, and depreciation in SAP, evaluation, and implementation of account procedures.
- Monitored capital budget and prepared of investment management reports.
- Posted in SAP all HR related postings: Staff retirements
- Posted Fuel consumption, reconciled staff account, loans, and all petty cash accounting and advised HR of statutory and personal deductions.

01/2015 - 09/2016

**Totalenergies Marketing Tanzania Ltd | Dar es Salaam**  
**Reconciliation/Payables Accountant**

- Posted in SAP all local Contractors and international suppliers' billings/invoices.
- Reconciled supplier's accounts and ensured all reconciling items are resolved on time verify Invoices ie Originality, Purchase Order, GRN, work orders and certificates of completion.
- Prepared bank Uploads, bank reconciliation & Petty cash reconciliation.

06/2014 - 01/2015

**Totalenergies Marketing Tanzania Ltd | Dar es Salaam**  
**Credit Control Accountant**

- Posted customers' transactions in ledgers and perform matching of accounts and their analysis.
- Reconciled accounts, followed up on remittance advice, Withholding Tax Certificates.
- Prepared weekly aged report that justifies aging of customer debts and Advice marketing team on follow up.

## **SKILLS**

- MS Office suite, MS Dynamics.
- Accounting software SAP(Key User), Quickbooks.
- Internal audit & Risk assessments
- Financial & Management accounting (Reporting & Analysis)
- Corporate compliance (Tax and Statutory reporting)

## **REFEREES**

**Getrude Mpangile.**

**Head of Legal, Corporate Affairs & Human Resources**

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**Albert Bararata**

**General Manager – Head of Finance**

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